

PINE RIDGE PLANTATION
Community Development District

July 26, 2021

AGENDA

Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.pineridgeplantationcdd.com

July 19, 2021

Board of Supervisors
Pine Ridge Plantation Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Monday, July 26, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments
- III. Organizational Matters
 - A. Appointment of New Supervisor to Fill Unexpired Term of Office (Expires 11/2024)
 - B. Oath of Office for Newly Appointed Supervisor
 - C. Election of Officers, Resolution 2021-06
- IV. Consideration of Agreement with AllWeather Contractors for Beam Replacement
- V. Ratification of Work Authorization No. 2 for Basham & Lucas (Parts 3, 5, 6, 7, 8 and 10)
- VI. Consideration for Down to Earth Proposals for RAH Landscape Project and Monthly Maintenance of the Area
- VII. Discussion of Splash Pad Options
- VIII. Acceptance of Fiscal Year 2020 Audit Report

- IX. Consideration of Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank
- X. Consideration of Resolution 2021-07, Ratifying the Change of Public Hearing Date Adopting the Fiscal Year 2022 Budget from July 20, 2021 to July 26, 2021
- XI. Public Hearing to Adopt the Budget for Fiscal Year 2022
 - A. Consideration of Resolution 2021-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022
 - B. Consideration of Resolution 2021-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022
- XII. Staff Reports
 - A. Attorney
 - B. District Manager – Discussion of Fiscal Year 2022 Meeting Schedule
 - C. Engineer
 - 1. Consideration of Work Authorization No. 23
 - 2. Ratification of Requisition No. 2 & No. 3 (Series 2020 Project)
 - D. Operations Manager
 - 1. Report
 - 2. Entry Sign Proposal
 - 3. Pressure Washing Roof Proposal
 - 4. Recessed Lighting Proposals
 - 5. Exterior Painting Proposal
 - E. Amenity Manager
- XIII. Public Comments / Supervisor's Requests
- XIV. Approval of Consent Agenda
 - A. Approval of the Minutes of the May 24, 2021 Meeting
 - B. Acceptance of the Minutes of the May 24, 2021 Audit Committee Meeting
 - C. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2021

- D. Assessment Receipts Schedule
 - E. Approval of Check Register
 - F. Ratification of Agreement with Riverside Management Services, Inc. for Facility Management, Field Operations, Pool Maintenance, Lifeguard, Gate Monitor and Janitorial Services
- XV. Next Scheduled Meeting – 09/21/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center
- XVI. Adjournment

THIRD ORDER OF BUSINESS

C.

RESOLUTION 2021-06

**A RESOLUTION DESIGNATING OFFICERS OF THE PINE
RIDGE PLANTATION COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Pine Ridge Plantation Community Development District at a regular business meeting held on July 26, 2021 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Marilee Giles</u>	Secretary
<u>James Perry</u>	Treasurer
<u>James Oliver</u>	Assistant Treasurer
<u>Patti Powers</u>	
<u>Ernesto Torres</u>	
<u>Marilee Giles</u>	
<u>Daniel Laughlin</u>	
<u>Rich Hans</u>	Assistant Secretary
<u>James Oliver</u>	
<u>James Perry</u>	
<u>Daniel Laughlin</u>	

PASSED AND ADOPTED THIS 26th DAY OF JULY, 2021

Secretary / Assistant Secretary

Chairman / Vice Chairman

FOURTH ORDER OF BUSINESS

**AGREEMENT BETWEEN THE PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT AND ALL WEATHER CONTRACTORS, INC.
FOR TRUSS BEAM REPAIR SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into this ____ day of _____, 2021, by and between:

Pine Ridge Plantation Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Clay County, Florida, and whose mailing address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"); and

All Weather Contractors, Inc., a Florida corporation, with a mailing address of 1702 Lindsey Road, Jacksonville, Florida 32221 ("Contractor", together with District, "Parties").

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* (the "Act"), by ordinance adopted by Clay County, Florida; and

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District has a need to retain an independent contractor to provide truss beam repair services; and

WHEREAS, Contractor submitted a proposal and represents that it is qualified to provide truss beam repair services and has agreed to provide to the District those services identified in **Exhibit A**, attached hereto and incorporated by reference herein ("Services"); and

WHEREAS, the District and Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated by reference as a material part of this Agreement.

SECTION 2. DUTIES. The District agrees to use Contractor to provide the Services in accordance with the terms of this Agreement. The duties, obligations, and responsibilities of the Contractor are described in **Exhibit A** hereto and herein.

- A. Contractor shall provide repair services, as described in the proposal attached hereto as **Exhibit A**. The terms of this Agreement shall apply to all materials and services described in **Exhibit A**, including any material or services which have been provided prior to the date of this Agreement. The Services shall include any effort specifically required by this Agreement and **Exhibit A** reasonably necessary to allow the District to receive the maximum benefit of all of the Services and items described herein and demonstrated in **Exhibit A**, including but not limited to, storage of the truss beam until the District is ready for its installation, the repair, construction, installation, and all materials reasonably necessary. **Exhibit A** is attached for the sole purpose of describing the Services and to the extent any of the provisions of this Agreement are in conflict with the provisions of **Exhibit A**, this Agreement controls.
- B. Work shall commence on _____, 2021, and be completed within () calendar days, unless extended in writing by the District in its sole discretion or terminated earlier in accordance with Section 13 herein.
- C. This Agreement grants to Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations.
- D. Contractor shall perform all Services in a neat and workmanlike manner. In the event the District in its sole determination, finds that the work of Contractor is not satisfactory to District, District shall have the right to immediately terminate this Agreement and will only be responsible for payment of work satisfactorily completed and for materials actually incorporated into the Services.
- E. Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. While providing the Services, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Services.
- F. Contractor shall report directly to the District Manager. Contractor shall use all due care to protect the property of the District, its residents and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours.
- G. Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of the Services, the Contractor shall remove from the site waste materials, rubbish, tools, construction equipment, machinery and surplus materials. If the Contractor fails to clean up as provided herein, the District may do so and the cost thereof shall be charged to the Contractor.

SECTION 3. COMPENSATION, PAYMENT, AND RETAINAGE.

- A. The District shall pay Contractor Thirty-Seven Thousand Seven Hundred Sixty Dollars (\$37,760.00) for the Services as identified in **Exhibit A** attached hereto and incorporated herein by reference. Contractor shall invoice the District upon completion of the Services. The District shall provide payment within forty-five (45) days of receipt of invoice. Such amounts include all materials and labor provided for in **Exhibit A** and all items, labor, materials, or otherwise, to provide the District the maximum benefits of the Services.
- B. If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing.
- C. The District may require, as a condition precedent to making any payment to the Contractor, that all subcontractors, material men, suppliers or laborers be paid and require evidence, in the form of lien releases or partial waivers of lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

SECTION 4. WARRANTY. The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. In addition to all manufacturer warranties for materials purchased for purposes of this Agreement, all Work provided by the Contractor pursuant to this Agreement shall be warranted for two (2) years from the date of acceptance of the Work by the District. Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the Work, nor final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or Services. If any of the materials or Services are found to be defective, deficient or not in accordance with the Agreement, Contractor shall correct, remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowner's within the District.

SECTION 5. INSURANCE.

- A.** The Contractor shall maintain throughout the term of this Agreement the following insurance:
- (1)** Worker's Compensation Insurance in accordance with the laws of the State of Florida.
 - (2)** Commercial General Liability Insurance covering the Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards:
 - (i)** Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.
 - (3)** Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
 - (4)** Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.
- B.** The District, its staff, consultants and supervisors shall be named as additional insured. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.
- C.** If the Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 6. INDEMNIFICATION.

- A.** Contractor agrees to defend, indemnify, and hold harmless the District and its officers, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses,

damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Additionally, nothing in this Agreement requires Contractor to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Contractor as jointly liable parties; however, Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless whether the District is adjudged to be more or less than 50% at fault.

- B.** Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

SECTION 7. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 8. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

SECTION 9. LIENS AND CLAIMS. The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 10. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 11. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

SECTION 12. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

SECTION 13. TERMINATION. The District agrees that the Contractor may terminate this Agreement with cause by providing thirty (30) days' written notice of termination to the District stating a failure of the District to perform according to the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor.

SECTION 14. PERMITS AND LICENSES. All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

SECTION 15. ASSIGNMENT. Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

SECTION 16. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance

of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 17. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 18. ENFORCEMENT OF AGREEMENT. In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 19. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the Parties relating to the subject matter of this Agreement.:

SECTION 20. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties.

SECTION 21. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties, the Parties have complied with all the requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

SECTION 22. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notice" or "Notices") shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent by overnight delivery service, to the Parties, as follows:

A. If to District:	Pine Ridge Plantation Community Development District 475 West Town Place, Suite 114 St. Augustine, Florida 32092 Attn: District Manager
---------------------------	---

With a copy to:	Hopping Green & Sams, P.A. 119 S. Monroe Street, Suite 300 Tallahassee, Florida 32301 Attn: District Counsel
------------------------	---

B. If to the Contractor:	All Weather Contractors, Inc. 1702 Lindsey Road Jacksonville, Florida 32221 Attn: _____
---------------------------------	--

Except as otherwise provided in this Agreement, any Notice shall be deemed received only

upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notices on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth in this Agreement.

SECTION 23. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

SECTION 24. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Clay County, Florida.

SECTION 25. COMPLIANCE WITH PUBLIC RECORDS LAWS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Ernesto Torres** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, ETORRES@GMSNF, OR 475 WEST TOWN PLACE, SUITE 114 ST. AUGUSTINE, FLORIDA 32092.

SECTION 26. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 27. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 28. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument. Additionally, the Parties acknowledge and agree that the Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature, electronically scanned and transmitted versions (e.g. via PDF) of an original signature, or signatures created in a digital format.

SECTION 29. E-VERIFY. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to

immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Florida Statutes, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

[CONTINUED ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year first written above.

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Chairperson, Board of Supervisors

ALL WEATHER CONTRACTORS, INC.

By: _____
Its: _____

Exhibit A: Scope of Services

Exhibit A



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

FIFTH ORDER OF BUSINESS

WORK AUTHORIZATION #2
May 25, 2021

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

Subject: **Work Authorization Number 2**
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

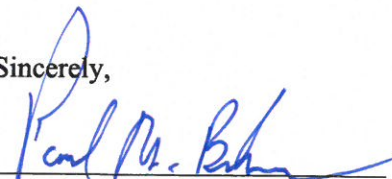
The District will engage Basham & Lucas Design Group, Inc. to provide the professional architectural design services for the scopes described in more detail in **Attachment A** as "Part Three - Architectural Renovation Documents of the Existing Building (limited to fitness expansion only)," "Part Five - Hardscape and Construction Documents," "Part Six - Amenity Area Site Electrical Engineering (new improvements only)," "Part Seven - Swimming Pool & Spray Park Engineering Documents (max. 2,500 s.f. wet area)," "Part Eight - Amenity Area Landscape Architecture Design (new improvements only)," and "Part Ten - Fine Grading Design of the Pool (area within the fence)."

II. Fees

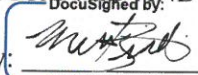
The District will compensate Basham & Lucas Design Group, Inc. pursuant to the lump sum amounts for each component as described in **Attachment A** and in accordance with the terms of the Agreement.

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

DocuSigned By:
By: 
81382508BFFA493
Authorized Representative of
Pine Ridge Plantation Community Development District

Date: 5/26/2021

Attachment A



**BASHAM
& LUCAS**
DESIGN GROUP, INC.

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
GRAPHICS

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



**BASHAM
& LUCAS**
DESIGN GROUP, INC.

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
GRAPHICS

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.



**BASHAM
& LUCAS**
DESIGN GROUP, INC.

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
GRAPHICS

Part 5: \$7,800 22

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 22

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 22

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 22

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



**BASHAM
& LUCAS**
DESIGN GROUP, INC.

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
GRAPHICS

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)

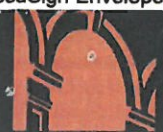
Reimbursable Expenses

- 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%.

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)**



**BASHAM
& LUCAS**
DESIGN GROUP, INC.

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
GRAPHICS

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



DOWN TO EARTH

LANDSCAPE & IRRIGATION

Pine Ridge West



INSTALL | IMPROVE | IMPRESS

Landscape and Irrigation Proposal



July 16, 2021

Riverside Management Services
9655 Florida Mining Blvd.
Building 300
Jacksonville, FL 32257

RE: Pine Ridge West - 2021 Landscape and Irrigation Proposal

Dear Tom,

Thank you for your interest in Down To Earth Landscape, Irrigation & Golf. Founded in 1989, Down To Earth started as a landscape & irrigation installation company. In 1995, DTE expanded to include a landscape maintenance division due to increasing demand from its preferred clients. DTE Golf acquired its first golf course maintenance contract in 2008 and it has become the company's fastest growing division. Today, DTE has over 1,400 team members that operate throughout the entire state of Florida, managing over 500 landscape maintenance contracts & 25 golf facilities with 603 holes.

Down To Earth's goal for all three divisions is to approach it with the same business strategy and principles that have made the company a success since 1989: surround yourself with personnel that care and offer a service and product that demonstrate that to the client. DTE strives to build long term relationships with its clients by exemplifying its value through its work performance.

On staff, we have a state licensed general contractor, a GCSAA Class A Member Golf Director, FNGLA (Florida Nursery, Growers & Landscape Association), Certified Horticulture Professional (FCHP), Certified Landscape Technician (FCLT), Certified Landscape Contractor (FCLC), Florida Water Star Accredited Professional, state certified fertilizer and pest control operators, and irrigation designers and installers. Our expert staff shares innovative ideas that allow any issue to be addressed proactively and with total confidence. Our portfolio book has a complete list of our certifications & licenses.

I encourage you to take the time to browse through our proposal. I recommend visiting our properties and golf courses as well to see the type of quality service you will receive from Down To Earth. Thank you for your consideration and we look forward to the opportunity of working with you in the future.

Respectfully,

A handwritten signature in blue ink that reads "Tom Lazzaro".

Tom Lazzaro
Chief Executive Officer
(321) 263.2700
tom.lazzaro@down2earthinc.com
www.dtelandscape.com



Proposal Overview



- **Company Credentials**
- **Equipment List**



- **Leading Full-Service Landscape Partner**
- **State-Of-The-Art Service**



- **Service Technology**
- **Safety Plan**



- **Licenses & Certifications**
- **W-9**
- **Certificate of Insurance**



- **Certificate of Workers Compensation**
- **Completed Landscape & Irrigation Projects**
- **Team Resumes**
- **Credit Worthy Partner**
- **Project Estimate**

Experience the Down To Earth Difference

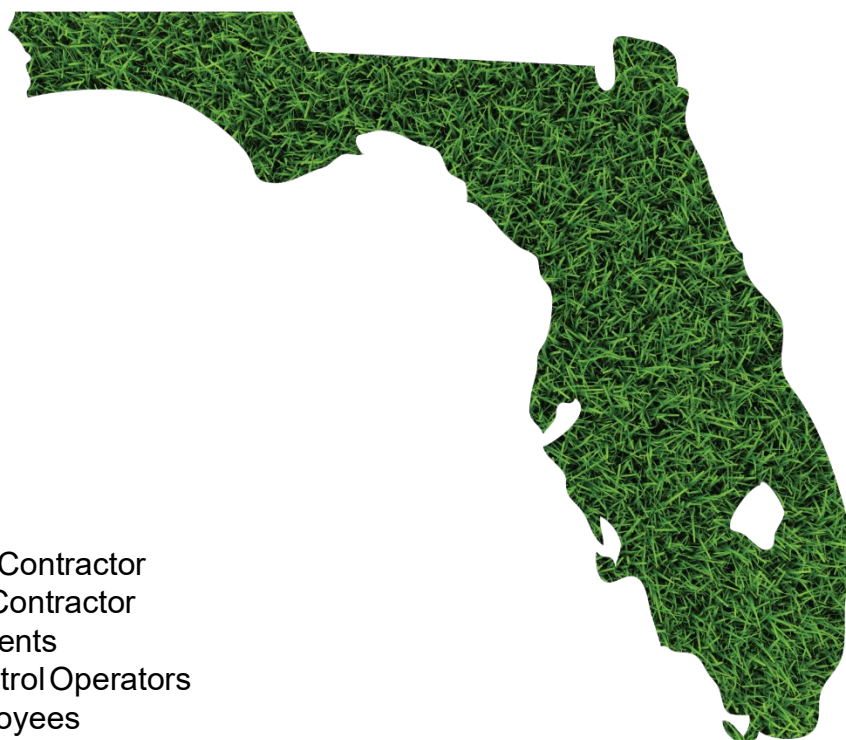


Proven Success/Continued Growth

Company Credentials

- **12 Branches Throughout Florida**

- o Fort Myers
- o Fort Pierce
- o Jacksonville
- o Kissimmee
- o Lake Nona
- o Maitland
- o Mount Dora
- o Naples
- o Sarasota
- o Tampa
- o Vero Beach
- o The Villages



- **1400+ Employees**

- o Certified State Licensed Irrigation Contractor
- o Certified State Licensed General Contractor
- o Certified Golf Course Superintendents
- o Certified State Licensed Pest Control Operators
- o Certified Rain Bird Maxicom Employees
- o Certified Arborists
- o Certified Horticulturists
- o Certified Employees in Maintenance of Traffic
- o On-Staff Mechanics (Certified Diesel Mechanics, Certified 2-Cycle Mechanics)

- **450+ Employee Vehicles**

- o Maintenance/Construction Trucks/ Irrigation Vans (Managers/Crews)
- o Large Semi-Trucks, Goose Neck Trucks, Equipment Repair Trucks

Company Equipment List

Augers/Tillers for Annual Beds	30	PSI Washer	30
Dump Trailer	23	Pull Behind Buffalo Blower	23
Dump Trailer with Large Leaf Vacuum	2	Roller	2
Dump Trucks	3	Semi with Drop Trailer	3
Enclosed Trailer	98	Service Truck	3
GMC/Chevy 1500 Crew Cab	35	Skid steer	2
GMC/Chevy 2500 Extra Cab	89	Smithco Sprayer (Fert/Pest)	15
GMC/Chevy Van	12	Sodcutter	15
Golf Cart	60	Stihl Backpack Blowers	600
Hustler 104" Commercial Mower	3	Stihl Edgers	375
John Deere 21" Commercial Mower	60	Stihl Long Trimmers	375
John Deere 36" Commercial Mower	53	Stihl Medium Trimmers	300
John Deere 48" Stand Up Mower	15	Stihl Pole Saw	120
John Deere 60" Commercial Mower	225	Stihl Short Trimmers	225
John Deere 72" Commercial Mower	128	Stihl Weedeaters	375
John Deere Gator Spray Unit (Fert/Pest)	23	TCM Loaders	20
John Deere Gators (2 Seat)	38	Toro Side Winder	3
John Deere Gators (4 Seat)	15	Tractor with Bushhog	6
8' Ladders	113	Tractor with Disk	2
Large Isuzu Truck with Landscape Bed	3	Trenchers	14
Large Truck with Gooseneck Trailer	5	Vortex Blower	38
Leaf Vacuum	5	Water Trailer	6
8' Open Trailer	48	Water Truck	3
20' Open Trailer	45	"Z" Sprays (Fert/Pest)	14



From Seed to Scenic

Your Full-Service Landscape Partner

As a leading full-service landscape, irrigation and landscape construction company proudly serving multiple regions across Florida for more than 30 years, Down To Earth specializes in large-scale commercial, residential and resort services.

In addition to the latest maintenance techniques, we also provide a diversified range of specialty services guaranteed to accommodate any project – and exceed client expectations.

From design and installation to ongoing maintenance, we can enhance *any* property!

Design/Development



Custom design/development plans including:

- Concept
- Drainage
- Lighting
- Plant Palette
- Planting Plan

Maintenance



Professional recurring service regimens tailored to your needs:

- Fertilization
- Mowing
- Mulching
- Pest Control
- Trimming, Pruning, Edging

Enhancements



Choose from a variety of features that will fit your vision/budget:

- Hardscapes & Pavers
- Outdoor Lighting
- Water Feature



Merging Tradition and Technology

State-Of-The-Art Service

Florida's family-owned and leading full-service commercial landscape company, [Down To Earth Landscape & Irrigation](#), leverages the latest technology and expert staff to deliver best-in-class service to each and every client. Serving our customers for **more than 30 years**, we stay on the cutting-edge of landscaping, fertilization and pesticide practices, irrigation systems and communication. A commitment to embrace the tools of the future while staying rooted in traditional customer service principles is a key component to deliver superior work and exceed client expectations.

Down To Earth actively partners with equipment manufacturers, fertilization/pesticide companies and technology providers to directly incorporate their products into our services. As just one example, we frequently consult with the [University of Florida Institute of Food and Agricultural Sciences \(UF/IFAS\)](#) to enhance our fertilization formulas and schedules. This allows us to custom blend fertilizers based on soil samples, water quality, water availability and climate.

When it comes to tree care, Down To Earth has implemented a best-in-class hybrid approach utilizing the expertise of in-house and vendor-partnered [International Society of Arboriculture \(ISA\) Certified Arborists](#). This enables us to remain at the forefront of botanical practices to optimize proper pruning, trimming and other services to nurture entire landscapes.

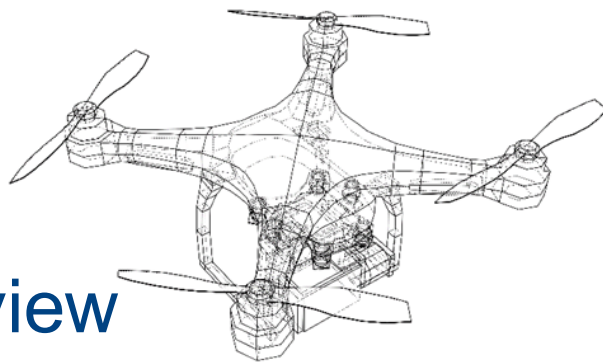
Our approach to pest control goes far beyond just spraying bug killer all over your community as we actively practice world-class [Integrated Pest Management \(IPM\)](#). IPM is a sustainable, science-based process that combines biological, physical, and chemical tools to identify, manage and reduce threats from pests in a way that minimizes overall economic, health and environmental risks. Results are less intrusive on the environment and safer for residents and pets.

IPM Benefits

- Sustainable
- Science-Based
- Minimal Health Risks
- Less Environmentally Intrusive



Crop Scouting



Unmanned Aerial Vehicles (UAV)

Service Technology Overview

Over the last several years, Down To Earth has adopted the use of **Unmanned Aerial Vehicles (UAV)** for a variety of business practices while adhering to established federal and local regulations. Although occasionally utilized for promotional purposes, we primarily employ vehicles to document irrigation systems as well as to monitor turf and plant conditions.

Often, the view provided from a UAV will alert us to issues before they are noticeable on the ground. Our professionals apply data layers over aerial images to visualize *otherwise invisible threats* such as **dehydrated or overwatered turf**, **invasive pests (such as chinch bugs or water larvae)** and **fungus, disease and stress**. Early detection dramatically reduces the long-term negative impact on turf and allows for lower application rates of fertilizers or pesticides.



[CLICK FOR VIDEO 1](#)



[CLICK FOR VIDEO 2](#)

Company Safety Plan

Down To Earth understands that safety is the number one priority for both you and our employees. As such, all personnel wear the following necessary protective equipment during the performance of their duties:

- Reflective, high visibility safety vests
- Protective eye wear or face shields
- Respiratory protection (as necessary)
- Gloves
- Protective clothing

Down To Earth personnel will adhere to all local, state, and federal safety guidelines and will observe all safety precautions when performing services on property, roadways, and rights-of-way. The following measures will be employed when active in these areas:

- Safe location of parked vehicles
- Use of safety cones/signage
- Flag personnel as necessary
- Use of reflective, high visibility safety vests on all personnel and vehicles (which are clearly identifiable)

In addition, all personnel will wear ANSI Class III approved reflective safety vests anytime work is being performed on property within road right-of-way. Down To Earth will provide appropriate Maintenance of Traffic (MOT) per Florida Department of Transportation (FDOT) specification when personnel and equipment will be conducting work in or around traffic or pedestrians. Employees working within three feet of any traffic shall have a personal flag stake.

Furthermore, Down To Earth will include basic and intermediate level FDOT/MOT certified staff on each maintenance crew. All landscaping will be maintained in a manner that allows clear passage of vehicles and pedestrians, which will in turn provide open visibility where necessary for safety and not obstruct lighting.



**Long-sleeve Enhanced
Visibility Shirt**



**Class 2
High-Visibility Vest**



**Flat-Front Industrial
Work Pant**

Licenses & Certifications

STATE OF FLORIDA

Department of Agriculture and Consumer Services BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
June 4, 2021	JF206389	June 1, 2022

THE **CERTIFIED PEST CONTROL OPERATOR** NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: **June 1, 2022**

LEONARD RICHARD PHELAN
3043 MANDOLIN DR
KISSIMMEE, FL 34744

STATE OF FLORIDA

Department of Agriculture and Consumer Services BUREAU OF LICENSING AND ENFORCEMENT

Date	File No.	Expires
March 05, 2012	LF307825	March 05, 2025

THE **LTD COMMERCIAL FERTILIZER APPLICATOR HOLDER** NAMED BELOW HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 482 FOR THE PERIOD EXPIRING: **March 05, 2025**

STEVEN THOMAS GORMAN
8850 CORPORATE SQUARE COURT
JACKSONVILLE, FLORIDA 32216

STATE OF FLORIDA

Department of Business and Professional Regulation CONSTRUCTION INDUSTRY LICENSING BOARD

THE IRRIGATION SPECIALTY CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MILLER, TROY AUSTIN
DOWN TO EARTH
8850 CORPORATE SQUARE COURT
JACKSONVILLE, FLORIDA 32216

LICENSE NUMBER	Expires
SCC131152240	August 31, 2022

STATE OF GEORGIA

ABRAHAM BALDWIN AGRICULTURAL COLLEGE A Unit of the University System of Georgia

ASSOCIATES OF APPLIED SCIENCE IN ENVIRONMENTAL HORTICULTURE TECHNOLOGY

Together with all the rights, privileges, and honors appertaining thereto in consideration of the satisfactory completion of the studies required by the College for a Major in

Golf Turf Management

TRAVIS CHRISTOPHER ANDERSON
Completion Date: July 28, 2005

INTERNATIONAL SOCIETY OF ARBORICULTURE

CERTIFIED ARBORIST

RONNIE HUGHES

Having successfully completed the requirements set by the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®

FL-6761A	18 Aug 2015	31 Dec 2021
Certified Number	Certified Since	Expiration Date

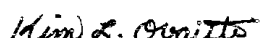
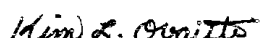
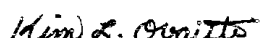


W-9 Certificate

<p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p> <p>► Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	<p>Give Form to the requester. Do not send to the IRS.</p>																																																		
<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. SSS Down To Earth OPCO LLC</p>																																																				
<p>2 Business name/disregarded entity name, if different from above Down To Earth</p>																																																				
<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____ </p>																																																				
<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>																																																				
<p>5 Address (number, street, and apt. or suite no.) See instructions. 2701 Maitland Center Parkway, Suite 200</p>		<p>Requester's name and address (optional)</p>																																																		
<p>6 City, state, and ZIP code Maitland, FL 32751</p>																																																				
<p>7 List account number(s) here (optional)</p>																																																				
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10">Social security number</td> </tr> <tr> <td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10">Employer identification number</td> </tr> <tr> <td>3</td><td>8</td><td> </td><td>4</td><td>0</td><td>0</td><td>6</td><td>3</td><td>3</td><td>6</td> </tr> </table>			Social security number																				or										Employer identification number										3	8		4	0	0	6	3	3	6
Social security number																																																				
or																																																				
Employer identification number																																																				
3	8		4	0	0	6	3	3	6																																											
<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>																																																				
<p>Sign Here Signature of U.S. person ► <i>Tom Jaggard</i> Date ► <i>06.01.2021</i></p>																																																				
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</p> <p>Purpose of Form</p> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Form 1099-INT (interest earned or paid) Form 1099-DIV (dividends, including those from stocks or mutual funds) Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) Form 1099-S (proceeds from real estate transactions) Form 1099-K (merchant card and third party network transactions) Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) Form 1099-C (canceled debt) Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</p>																																																				



COI Certificate

Client#: 75192		SCGPA		DATE (MM/DD/YYYY) 2/26/2021																																																																																	
ACORD™ CERTIFICATE OF LIABILITY INSURANCE																																																																																					
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>																																																																																					
PRODUCER Acrisure dba Gulfshore Ins SWF 4100 Goodlette Road N Naples, FL 34103 239 261-3646			CONTACT NAME: Michelle Kalicharan PHONE (A/C, No, Ext): 239 435-7143 FAX (A/C, No): 239 213-2803 E-MAIL ADDRESS: mkalicharan@gulfshoreinsurance.com																																																																																		
INSURED SSS Down to Earth Opco, LLC P.O. Box 738 Tangerine, FL 32777			INSURER(S) AFFORDING COVERAGE		NAIC #																																																																																
			INSURER A : Pennsylvania Manufacturers Assn Ins Com		12262																																																																																
			INSURER B : Evanston Insurance Company		\$1123																																																																																
			INSURER C :																																																																																		
			INSURER D :																																																																																		
			INSURER E :																																																																																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">COVERAGES</th> <th colspan="2">CERTIFICATE NUMBER:</th> <th colspan="2">REVISION NUMBER:</th> </tr> <tr> <td colspan="6"> <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p> </td> </tr> <tr> <th>INSR LTR</th> <th>TYPE OF INSURANCE</th> <th>ADDL INSR</th> <th>SUBR WVD</th> <th>POLICY NUMBER</th> <th>POLICY EFF (MM/DD/YYYY)</th> <th>POLICY EXP (MM/DD/YYYY)</th> <th>LIMITS</th> </tr> <tr> <td>A</td> <td> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:100000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER: </td> <td></td> <td></td> <td>3021751268333</td> <td>03/01/2021</td> <td>02/28/2022</td> <td> EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (E&A occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ </td> </tr> <tr> <td>A</td> <td> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> </td> <td></td> <td></td> <td>1521751268333</td> <td>03/01/2021</td> <td>02/28/2022</td> <td> COMBINED SINGLE LIMIT (E&A accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ </td> </tr> <tr> <td>B</td> <td> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0 </td> <td></td> <td></td> <td>MKL7EUL101936</td> <td>03/01/2021</td> <td>02/28/2022</td> <td> EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ </td> </tr> <tr> <td>A</td> <td> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below </td> <td>Y/N N</td> <td>N/A</td> <td>2021751268333</td> <td>02/28/2021</td> <td>02/28/2022</td> <td> PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 </td> </tr> <tr> <td colspan="8"> DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) 2701 Maitland Building Associates, LLC as owner and Tower Realty Asset Management, Inc. as managing agent for the owner are included as Additional Insured on a primary and noncontributory basis with regards to General Liability Only as required by contract per form CG2001 1219, Ongoing Operations per form CG2010 0413 and Completed Operations per form G2037 0413. Waiver of Subrogation per form CG2404 1219. Additional Insured in regards to Auto Liability as required by written contract per form CA2048 1013 and (See Attached Descriptions) </td> </tr> <tr> <td colspan="4"> CERTIFICATE HOLDER </td> <td colspan="4"> CANCELLATION </td> </tr> <tr> <td colspan="4" rowspan="2"></td> <td colspan="4"> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. </td> </tr> <tr> <td colspan="4"> AUTHORIZED REPRESENTATIVE  </td> </tr> </table>						COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:100000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:			3021751268333	03/01/2021	02/28/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (E&A occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$	A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>			1521751268333	03/01/2021	02/28/2022	COMBINED SINGLE LIMIT (E&A accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			MKL7EUL101936	03/01/2021	02/28/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$	A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	2021751268333	02/28/2021	02/28/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) 2701 Maitland Building Associates, LLC as owner and Tower Realty Asset Management, Inc. as managing agent for the owner are included as Additional Insured on a primary and noncontributory basis with regards to General Liability Only as required by contract per form CG2001 1219, Ongoing Operations per form CG2010 0413 and Completed Operations per form G2037 0413. Waiver of Subrogation per form CG2404 1219. Additional Insured in regards to Auto Liability as required by written contract per form CA2048 1013 and (See Attached Descriptions)								CERTIFICATE HOLDER				CANCELLATION								SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.				AUTHORIZED REPRESENTATIVE 			
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:																																																																																	
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>																																																																																					
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																																																																														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:100000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:			3021751268333	03/01/2021	02/28/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (E&A occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$																																																																														
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>			1521751268333	03/01/2021	02/28/2022	COMBINED SINGLE LIMIT (E&A accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$																																																																														
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			MKL7EUL101936	03/01/2021	02/28/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$																																																																														
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	2021751268333	02/28/2021	02/28/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000																																																																														
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) 2701 Maitland Building Associates, LLC as owner and Tower Realty Asset Management, Inc. as managing agent for the owner are included as Additional Insured on a primary and noncontributory basis with regards to General Liability Only as required by contract per form CG2001 1219, Ongoing Operations per form CG2010 0413 and Completed Operations per form G2037 0413. Waiver of Subrogation per form CG2404 1219. Additional Insured in regards to Auto Liability as required by written contract per form CA2048 1013 and (See Attached Descriptions)																																																																																					
CERTIFICATE HOLDER				CANCELLATION																																																																																	
				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.																																																																																	
				AUTHORIZED REPRESENTATIVE 																																																																																	

© 1988-2015 ACORD CORPORATION. All rights reserved.



Workers' Compensation Certificate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/18/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bouchard Insurance for WBS - TG PO Box 6090 Clearwater, FL 33758-6090		CONTACT NAME: Todd George PHONE (A/C, No, Ext): (866) 293-3600 ext. 623 FAX (A/C, No): E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: American Zurich Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 19FL079994491 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

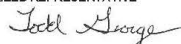
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/NEWBORN EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	WC 90-00-818-09	01/01/2021	12/31/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
			Location Coverage Period:	01/01/2021	12/31/2021	Client# 054886

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is provided for only those co-employees of, but not subcontractors to:
 SSS Down To Earth OPCO LLC dba: Down to Earth & Irrigation
 2701 Maitland Center Parkway #200
 Maitland, FL 32751

CERTIFICATE HOLDER

CANCELLATION

SSS Down To Earth OPCO LLC dba: Down to Earth & Irrigation 2701 Maitland Center Parkway #200 Maitland, FL 32751	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



Completed Landscape & Irrigation Projects

Name	Location	Value
Arbor Ridge	Apopka, FL	\$ 1,400,000.00
Florida Hospital	Apopka, FL	\$ 1,400,000.00
ARCO National Distribution Center	Apopka, FL	\$ 425,000.00
Citrus Hills	Citrus Hills, FL	\$ 500,000.00
Highland Ranch	Clermont, FL	\$ 2,000,000.00
Verde Ridge	Clermont, FL	\$ 970,000.00
Highland Ranch Market Place Trail	Clermont, FL	\$ 140,000.00
Highland Ranch Amenity Center	Clermont, FL	\$ 665,000.00
Tymber Creek Road	Daytona Beach, FL	\$ 900,000.00
Latitude Margaritaville Phase 1	Daytona Beach, FL	\$ 700,000.00
Juliette Falls	Dunnellon, FL	\$ 1,500,000.00
Flamingo Crossings	Kissimmee, FL	\$ 650,000.00
Amber Point	Kissimmee, FL	\$ 575,000.00
Crestwynd Bay	Kissimmee, FL	\$ 175,000.00
Hammock Trails	Kissimmee, FL	\$ 628,000.00
Orange Lake / Holiday Inn	Kissimmee, FL	\$ 2,000,000.00
Springs of Tapestry	Kissimmee, FL	\$ 808,000.00
Storey Park Roadways	Lake Nona, FL	\$ 6000,000.00
Sullivan Ranch	Mount Dora, FL	\$ 1,200,000.00
Starkey Ranch Village 1	Odessa, FL	\$ 402,000.00
Randal Park	Orlando, FL	\$ 1,250,000.00
Savannah Landings	Orlando, FL	\$ 935,000.00
Savannah Pines	Orlando, FL	\$ 890,000.00
Hawthorne Glen	Oviedo, FL	\$ 820,000.00
Epcot Center Drive	Reedy Creek Improvement District	\$ 2,250,000.00
Preserve at Eagle Lake	Sanford, FL	\$ 230,000.00
Stratford Point	St. Cloud, FL	\$ 650,000.00
Hanover Lakes	St. Cloud, FL	\$ 550,000.00
Addison at Sunlake	Tampa, FL	\$ 1,200,000.00
City of Tavares	Tavares, FL	\$ 411,000.00
Brownwood	The Villages, FL	\$ 7,000,000.00
Buena Vista Blvd Phase 5	The Villages, FL	\$ 4,000,000.00
Paradise Park	The Villages, FL	\$ 1,800,000.00
County Rd 466A	The Villages, FL	\$ 2,800,000.00
Hemmingway Golf Course	The Villages, FL	\$ 600,000.00
Multi-Model Path System	The Villages, FL	\$ 2,000,000.00
Morse Blvd Phase 3	The Villages, FL	\$ 1,600,000.00
Village of Fenney	The Villages, FL	\$ 6,000,000.00
Typhoon Lagoon	Windermere, FL	\$ 300,000.00



Jason West

Regional Director of Operations - North

Cell - (904) 445-6020

E-Mail – Jason.West@down2earthinc.com

Qualifications

- 10+ Years Management Experience in the Golf and Landscape Maintenance Industry

Work Experience

(January 2020 - Present) Down to Earth

Title- Regional Director of Operations - North

- Currently overseeing multiple properties in North Florida for both District, Commercial & HOA associations.
- Responsible for accomplishing daily, weekly, and monthly revenue goals.
- Direct the North Florida branches with annual revenue over \$10M.
- Manage a team of 15 direct reports and 200+ employees providing service to more than 400 locations.
- Overseeing fertilizer and pest control applications daily.
- Provide all maintenance billing monthly.
- Complete work orders for the client and residents daily.

(May 2014 – January 2020) Gothic Landscaping

Title- Regional Manager

- Recruited and hired workers, in addition to supervising and monitoring daily performance across 3 branches.
- Delegated daily landscaping tasks for installations, repairs, and regular maintenance.
- Sourced materials from various places to cut costs and expedite completion.
- Established and enforced procedures and work standards, promoting team performance and safety.

(November 2007 - February 2014) The Groundskeeper/Greater Texas Landscapes

Title- Construction Operations Manager / Branch Manager

- Turned around failing branch for their maintenance and construction departments.
- Provided training programs, developed recruiting/retention programs, and implementing a production based estimating system.
- Introduced tracking software which allowed team real time reports regarding accounts GM.
- Created equipment preventative programs and annual written performance reviews that have since become company standard practice.
- Full P&L responsibility for a \$4 million yearly operating budget.

(2004 - September 2007) Gothic Landscape

Title- Business Development Manager

- A supervised daily operation of major key accounts.
- Created job scheduling, job costing, monitored sub-contractors and assisted in sales.
- Handled all customer service request regarding irrigation repairs and installs.
- Set the highest customer service standards for employees, and visitors to the sites.

Education

University of Nevada Las Vegas

Bachelor's Degree

Master of Law Degree



Mark Smith

Branch Manager Jacksonville

Cell - (904) 612-2235

E-Mail – Mark.Smith@down2earthinc.com

Qualifications

- 20+ Year's Landscape Experience
- Budgeting
- Sales Professional
- Account Management
- Qualified Presenter
- Experienced Customer Service Professional

Work Experience

(September 2020 - Present) Down to Earth – Jacksonville, Florida

Title – Branch Manager

- Currently overseeing multiple properties in North Florida for District, Commercial & HOA's.
- Responsible for accomplishing daily, weekly, and monthly revenue goals.
- Overseeing fertilizer and pest control applications daily.
- Provide all maintenance billing monthly.
- Complete work orders for the client and residents daily.

(January 2018 - August 2020) Yellowstone Landscape

Title – Account Manager, Strategic Accounts

- Acting as single point of contact for Yellowstone Landscape's Strategic Account Division consisting of (7) National Clients and (435) sites throughout the United States. Coordinating all maintenance activities with Internal account managers and subcontractor network to resolve any and all client concerns.
- Track and Maintain established Key Performance Indicators for all contracts and develop KPI presentations for clients on an annual basis.
- Develop and build client relationships, seek opportunities in various markets.

(January 2017 - December 2017) Yellowstone Landscape

Title – Senior Account Manager

- Management of commercial property portfolio with focus on resort and HOA properties.
- Planning and Scheduling of field operations based on contractual specifications in order to meet or exceed client expectations.
- Working with Clients to provide enhancement opportunities for their sites, while acknowledging and working within budget constraints.
- Acted as Safety Coordinator for the Branch, documenting all safety meetings, training sessions, safety events, and field inspections.

(October 2013 - December 2016) Yellowstone Landscape

Title – Branch Manager

- Responsible for all aspects of branch operations, including, but not limited to, employee development and retention, client relation and retention, new sales, financial budgeting, and operations.
- Worked with Account Managers to instill ownership at the branch level and responsibility to their crews and service personnel.

Education

University of Central Florida – Orlando, Florida

Bachelor of Arts in Marketing

Penn State World Campus - University Park, Pennsylvania

Certificate in Turf Grass Management



We will be there for you, through all the peaks and valleys of the business cycle.

Credit Worthy Partner

Down to Earth partners with JP Morgan Chase for our banking needs. See the following pages for a reference from JP Morgan Chase.

Down To Earth engages Plante and Moran, PLLC to perform a financial statement audit on an annual basis. Plante and Moran, PLLC is a leading national accounting firm with offices throughout the United States and internationally. We have received a clean (unqualified) opinion on every audit performed to date. See following pages for the 2019 Audit Opinion.

Down to Earth enjoys stable and consistent revenue growth as a result of high-quality work and stellar customer relations. This growth is sustained by best-in-class customer retention, 91.1% from 2018 to 2019.

	2017	2018	2019
Total Revenue*	\$ 95,000,000	\$ 100,000,000	\$ 109,000,000
<i>Revenue Growth</i>		5%	9%

*Revenue presented above is adjusted for acquisition activity

The company-wide growth is not exclusive to any one operating division, with all divisions seeing growth every year. We pride ourselves in providing exceptional service and quality across all landscaping services.

Down to Earth maintains a strong working capital position, providing us the flexibility needed to meet customer demands and changing market conditions.

	12/31/2017	12/31/2018	12/31/2019
Current Assets	\$14,000,000	\$18,000,000	\$17,000,000
Current Liabilities*	(\$10,000,000)	(\$10,000,000)	(\$10,000,000)
Working Capital	\$4,000,000	\$8,000,000	\$7,000,000

*Current Liabilities above exclude current portions of long-term debt.

Down to Earth is committed to maintaining a best-in-class fleet of vehicles and landscaping equipment. We have made substantial investments in fixed assets every year to maintain our superior level of quality. We currently maintain a fleet of over 450 vehicles.

	12/31/2017	12/31/2018	12/31/2019
Fixed Assets (Gross)	\$14,000,000	\$19,000,000	\$26,000,000





August 31, 2020

Seasons Service Select LLC (DBA Down To Earth)
Attention: Joe Iafigliola
7887 Hub Parkway
Valley View, OH 44125

Re: Seasons Service Select, LLC (the "Company")

Dear Mr. Iafigliola:

In response to a request from the Company to provide certain information in regard to its account relationship with JPMorgan Chase Bank, N.A. ("Chase") at the request of the Company's customer, Chase provides the following summary:

Relationship began:	July 7, 2016
Account Name:	SSS Down To Earth OPCO LLC
Account Registration Location:	Ohio
Performance to Contract:	Yes

The information in this letter is provided as an accommodation to the inquirer. This letter, together with any information provided in it, is furnished on the condition that it is strictly confidential; that no liability or responsibility whatsoever in connection therewith shall attach to Chase or any of its officers, employees, or agents; that this letter makes no representations regarding the general condition of the companies named herein, their management, or their future ability to meet their obligations, and that information provided in this letter or in connection therewith is subject to change without notice.

Please be advised that this letter refers only to facts as they exist as of the date of this letter and that Chase shall have no duty or obligation to inform the addressee hereof of any future changes in such facts. This letter is solely for the benefit of the addressee hereof for the referenced purpose, and may not be relied on by any other person or for any other purpose. Questions posed but not answered are either questions to which Chase does not respond or questions for which the Company has specifically advised us to keep the information confidential. No positive or negative inference should be drawn from the fact that a question was asked but not answered.

Sincerely,

JPMORGAN CHASE BANK, N.A.

Matthew J. Gausman
Executive Director - Commercial Banking
1300 East Ninth Street - OH2-5444,
Cleveland, OH 44114
T: 216 781 2320
matthew.j.gausman@chase.com

Cc: Chase credit file



Plante & Moran, PLLC
Suite 1250
1111 Superior Ave.
Cleveland, OH 44114
Tel: 216.623.1010
Fax: 216.523.1025
planteandmoran.com

Independent Auditor's Report

To the Board of Directors
Seasons Service Select, LLC and Subsidiaries

We have audited the accompanying consolidated financial statements of Seasons Service Select, LLC and Subsidiaries (the "Company"), which comprise the consolidated balance sheet as of December 31, 2019 and 2018 and the related consolidated statements of operations, members' deficit, and cash flows for the year ended December 31, 2019, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Seasons Service Select, LLC and Subsidiaries as of December 31, 2019 and 2018 and the results of their operations and their cash flows for the year ended December 31, 2019 in accordance with accounting principles generally accepted in the United States of America.

Because we were not engaged to audit the consolidated statements of operations, members' deficit, and cash flows for the year ended December 31, 2018, we did not extend our auditing procedures to enable us to express an opinion on the results of operations and cash flows for the year ended December 31, 2018. Accordingly, we express no opinion on them for the year ended December 31, 2018.



As described in Note 15 to the consolidated financial statements, on March 11, 2020, the World Health Organization declared the outbreak of a respiratory disease caused by a new coronavirus a pandemic, resulting in impacts on the Company's operations and subsequent financial results. Our opinion is not modified with respect to this matter.

Plante & Moran, PLLC

June 19, 2020





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

Estimate: #13341

Customer Address

Billing Address

Physical Job Address

Pat Szozda
GMS
4200 Pine Ridge Plantation
Middleburg, FL 32068

Pine Ridge CDD
4200 Pine Ridge Pkwy
Middleburg, FL 32068

Job
Pine Ridge West

Estimated Job Start Date
July 19, 2021

Proposed By
Willie Perez

Due Date
July 16, 2021

Estimate Details

Description of Services & Materials	Quantity	Rate	Amount
Trees			
Red Maple	29.00	\$723.00	\$20,967.00
East Palatka Holly	17.00	\$202.50	\$3,442.50
Southern Red Cedar	5.00	\$285.00	\$1,425.00
Magnolia "Southern"	28.00	\$828.00	\$23,184.00
Slash Pine	11.00	\$202.50	\$2,227.50
Sycamore	24.00	\$573.00	\$13,752.00
Live Oak "Cathedral"	29.00	\$798.00	\$23,142.00
Bald Cypress	26.00	\$535.50	\$13,923.00
Sabal Palm "Booted"	28.00	\$303.95	\$8,510.46
		Subtotal	\$110,573.46
Shrubs			
Anise "Red"	500.00	\$12.75	\$6,375.00
Viburnum Suspensum - Sadankwa	320.00	\$11.63	\$3,720.00
Muhly Grass	228.00	\$5.55	\$1,265.40
Dwarf Fakahatchee Grass	296.00	\$5.55	\$1,642.80
		Subtotal	\$13,003.20
Sod			
Floritam "St. Augustine" Sod	30303.00	\$0.59	\$17,727.26
Argentine Bahia Sod	186109.00	\$0.17	\$31,685.06
		Subtotal	\$49,412.32
Mulch			
Pine Bark Mulch	60.00	\$28.50	\$1,710.00
		Subtotal	\$1,710.00
Job Total			\$174,698.98

We hereby propose to provide all labor, materials and equipment necessary to complete the following work as per plans and specifications, including the installation of the above, for all other Terms & Conditions please visit <https://dtelandscape.com/terms-and-conditions/>.

Proposed By:

Agreed & Accepted By:

Steve Gorman

07/16/2021

Down to Earth
Landscape & Irrigation

Date

Pine Ridge CDD

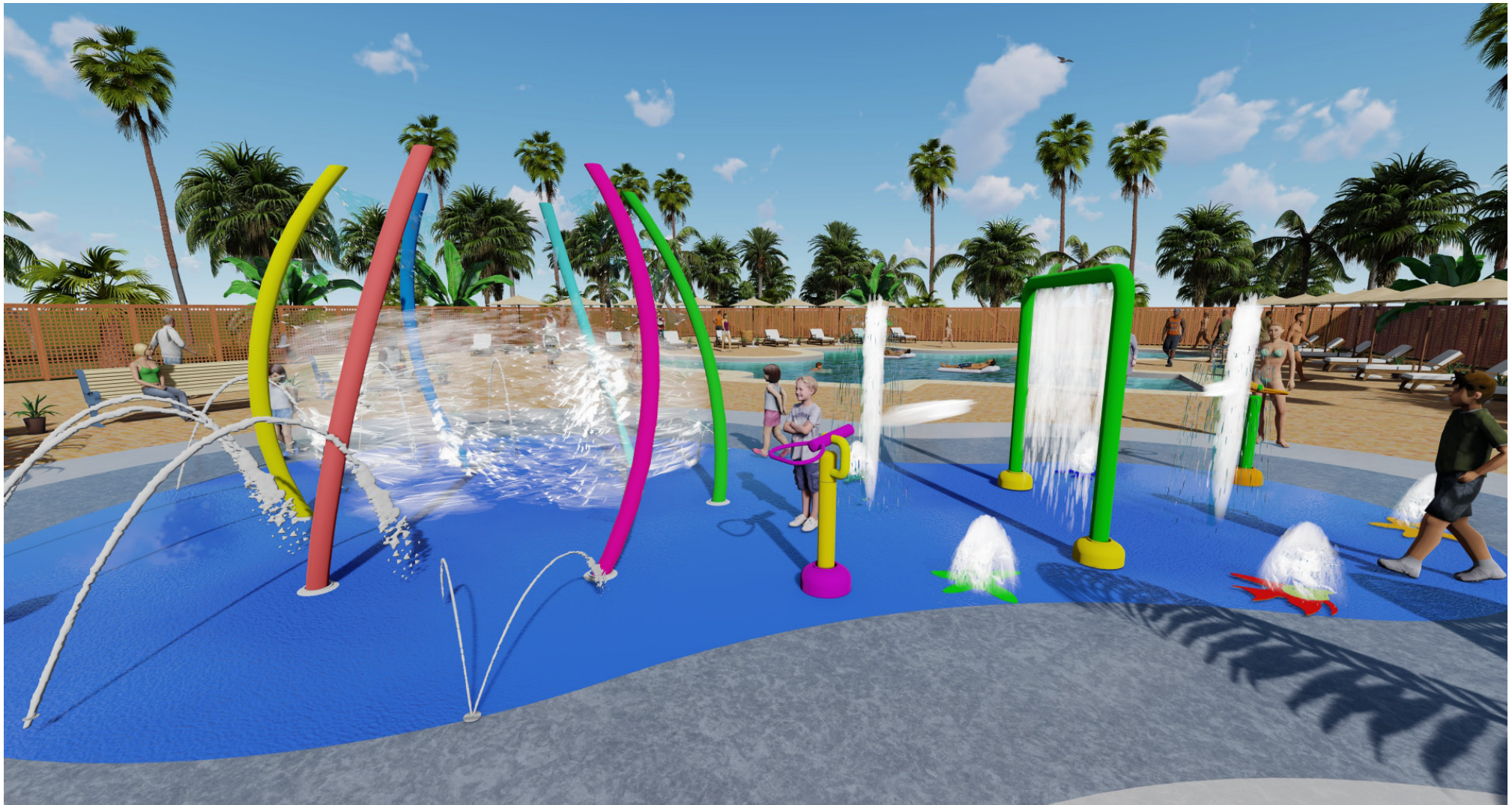
Date

We hereby propose to provide all labor, materials and equipment necessary to complete the following work as per plans and specifications, including the installation of the above, for all other Terms & Conditions please visit <https://dtelandscape.com/terms-and-conditions/>.

Thank you for an opportunity to partner with you!



SEVENTH ORDER OF BUSINESS



Pine Ridge Splash Pad OP1

*Aqua Cyclone, Aqua Fall, Aqua Cannon (2) , Aqua Arching Stream (7)
Aqua Split Stream (2) , Aqua Geyser (2) , Deck Dazzler (5) , Aqua Jelly (5),
Aqua Activator*

\$59,000



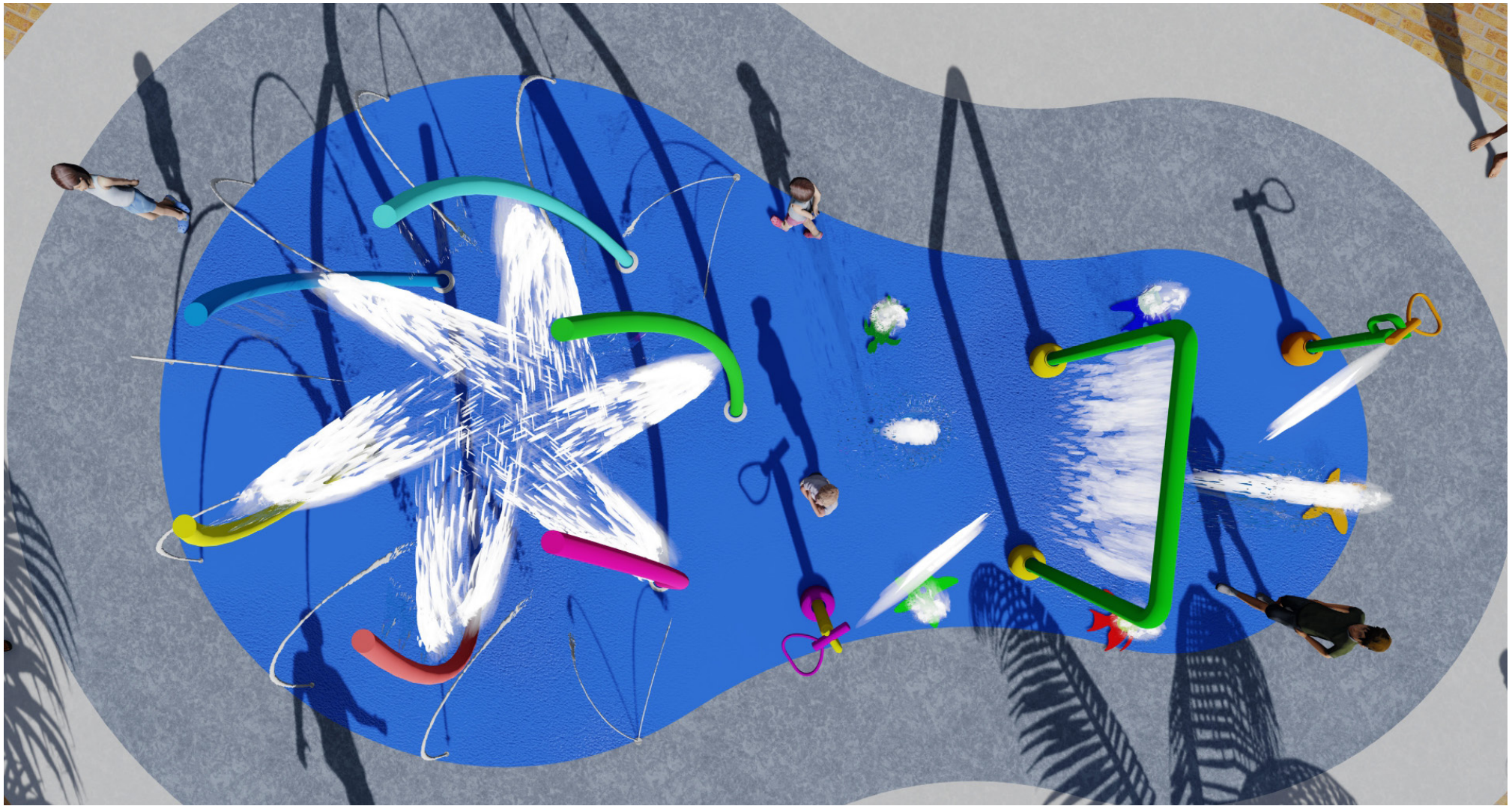


Pine Ridge Splash Pad OP1

*Aqua Cyclone, Aqua Fall, Aqua Cannon (2) , Aqua Arching Stream (7)
Aqua Split Stream (2) , Aqua Geyser (2) , Deck Dazzler (5) , Aqua Jelly (5),
Aqua Activator*

\$59,000





Pine Ridge Splash Pad OP1

*Aqua Cyclone, Aqua Fall, Aqua Cannon (2) , Aqua Arching Stream (7)
Aqua Split Stream (2) , Aqua Geyser (2) , Deck Dazzler (5) , Aqua Jelly (5),
Aqua Activator*

\$59,000





Pine Ridge Splash Pad OP2

*Aqua Tipping Coco Palm, Aqua Animal 3 , Aqua Drop 24" ,
Aqua Serpent , Aqua Fort , Aqua Jelly (3) , Aqua Drop 12" (2) ,
Aqua Cannon, Aqua Split Stream (4), Aqua Activator*

\$48,000



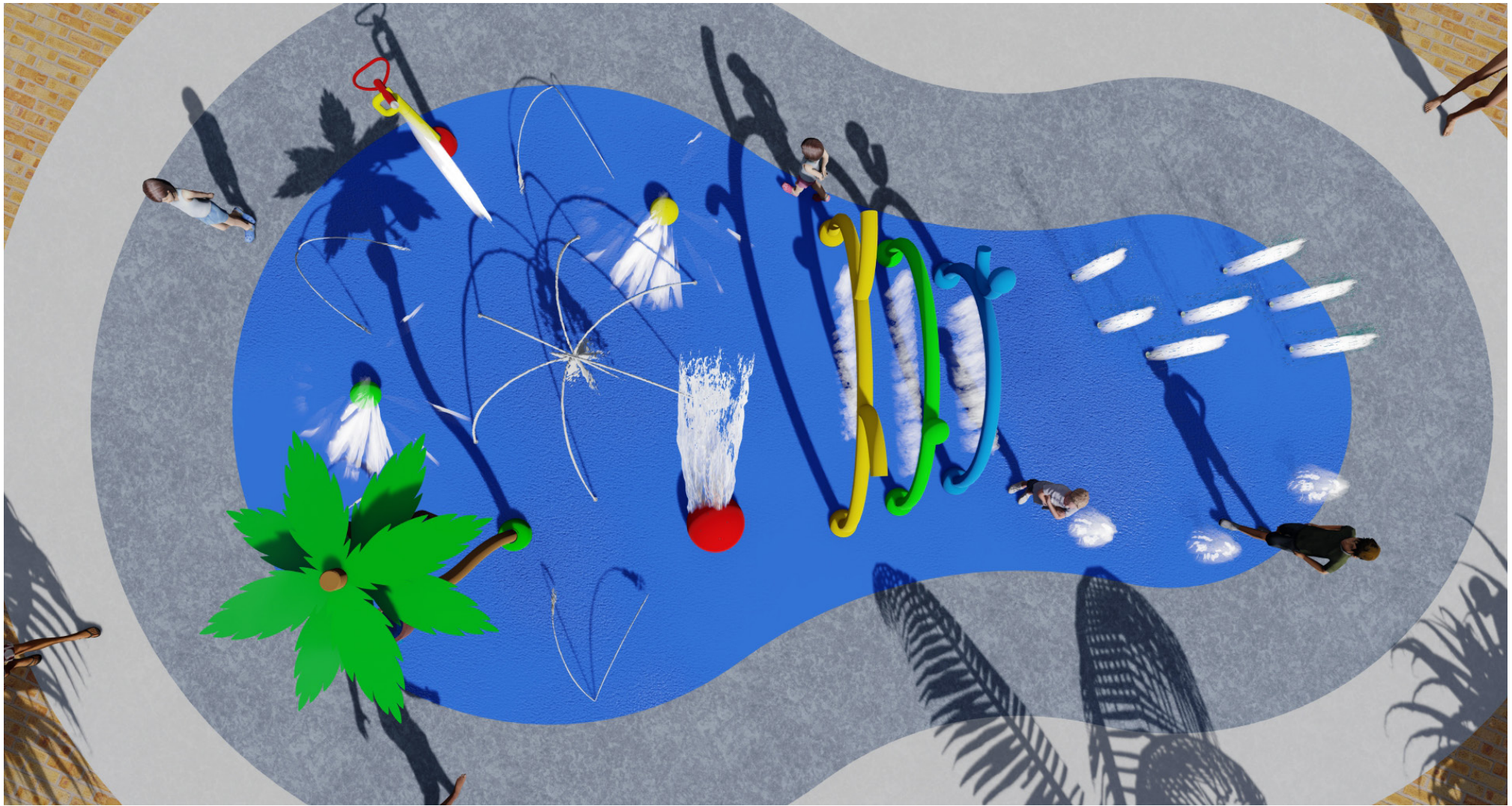


Pine Ridge Splash Pad OP2

*Aqua Tipping Coco Palm, Aqua Animal 3 , Aqua Drop 24" ,
Aqua Serpent , Aqua Fort , Aqua Jelly (3) , Aqua Drop 12" (2) ,
Aqua Cannon, Aqua Split Stream (4), Aqua Activator*

\$48,000





Pine Ridge Splash Pad OP2

*Aqua Tipping Coco Palm, Aqua Animal 3 , Aqua Drop 24" ,
Aqua Serpent , Aqua Fort , Aqua Jelly (3) , Aqua Drop 12" (2) ,
Aqua Cannon, Aqua Split Stream (4), Aqua Activator*

\$48,000





Pine Ridge Splash Pad OP3

*Aqua Gum Drop (2) , Aqua Cannon (2) , Aqua Spider,
Aqua Jelly (6) , Aqua Geyser (4) , Aqua Arching Stream (4),
Aqua Activator*

\$30,000

DATE: 06/30/21
©AquaWorx, Inc.





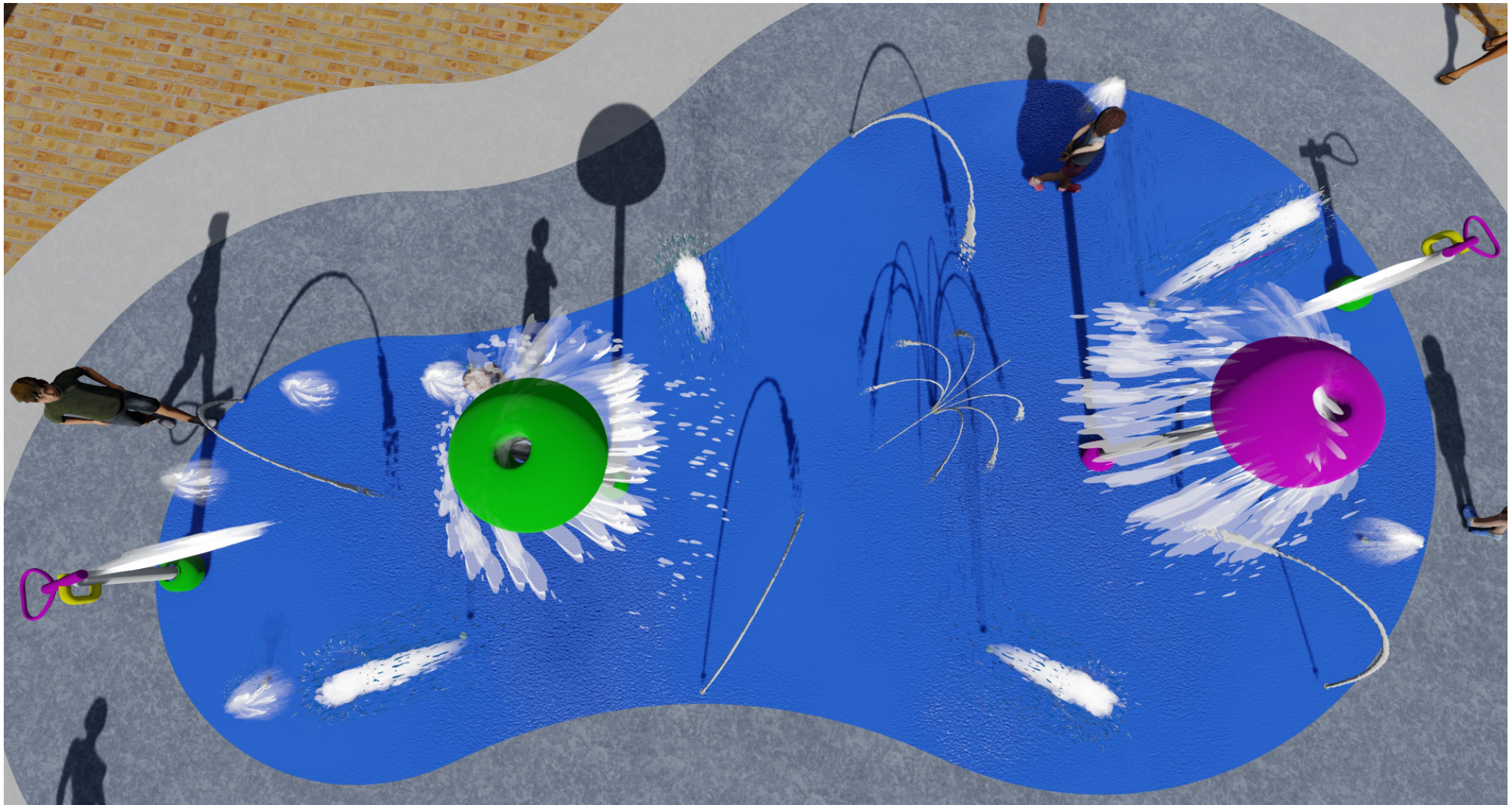
Pine Ridge Splash Pad OP3

*Aqua Gum Drop (2) , Aqua Cannon (2) , Aqua Spider,
Aqua Jelly (6) , Aqua Geyser (4) , Aqua Arching Stream (4),
Aqua Activator*

\$30,000

DATE: 06/30/21
©AquaWorx, Inc.





Pine Ridge Splash Pad OP3

*Aqua Gum Drop (2) , Aqua Cannon (2) , Aqua Spider,
Aqua Jelly (6) , Aqua Geyser (4) , Aqua Arching Stream (4),
Aqua Activator*

\$30,000

DATE: 06/30/21
©AquaWorx, Inc.





Pine Ridge Splash Pad OP4

*Aqua Octopus, Aqua Fall, Aqua Cannon (2), Aqua Arching Stream (7)
Aqua Split Stream (2), Aqua Geyser (2), Deck Dazzler (5), Aqua Jelly (5),
Aqua Activator*

\$65,000



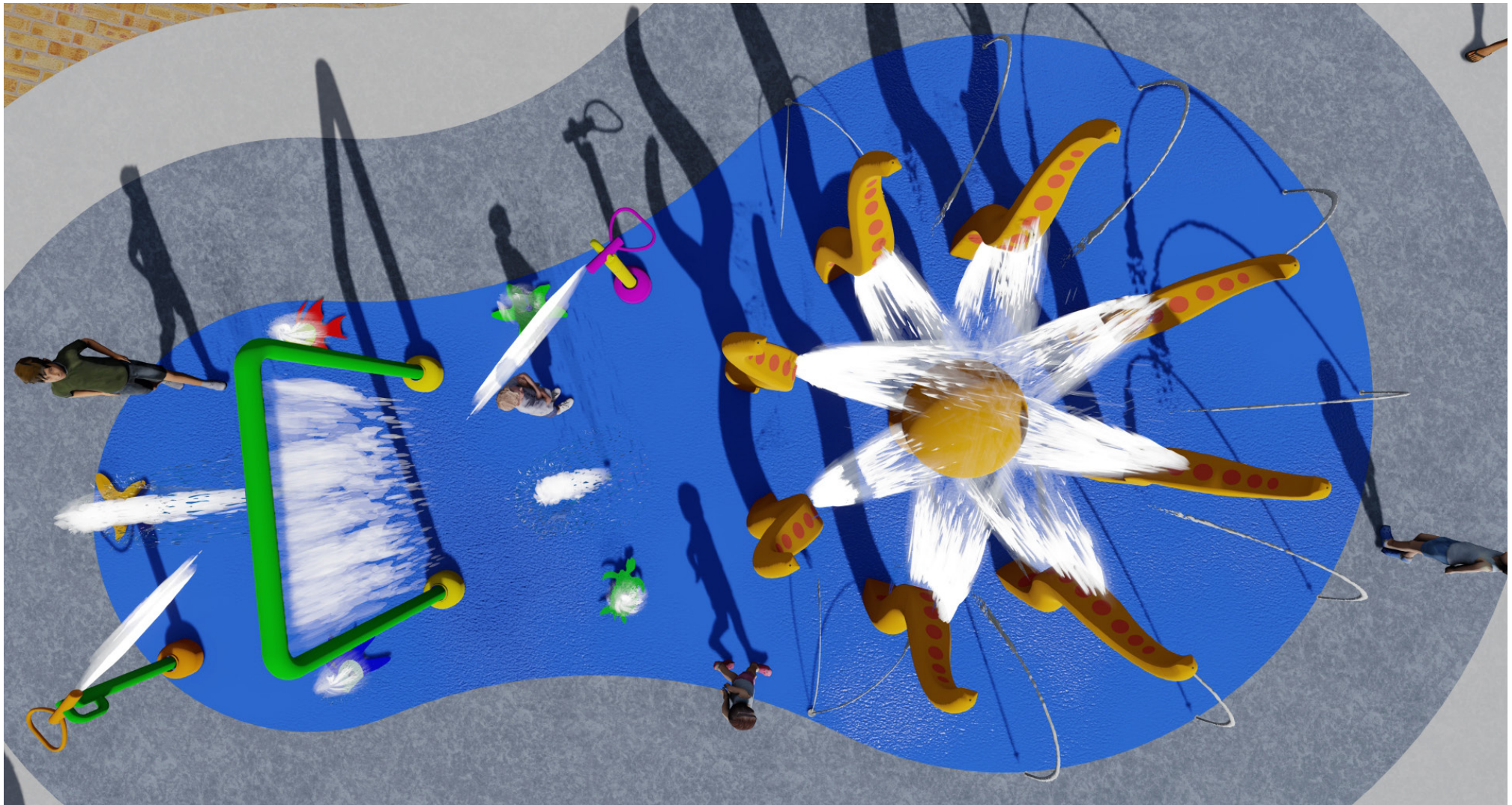


Pine Ridge Splash Pad OP4

*Aqua Octopus, Aqua Fall, Aqua Cannon (2), Aqua Arching Stream (7)
Aqua Split Stream (2), Aqua Geyser (2), Deck Dazzler (5), Aqua Jelly (5)
Aqua Activator*

\$65,000



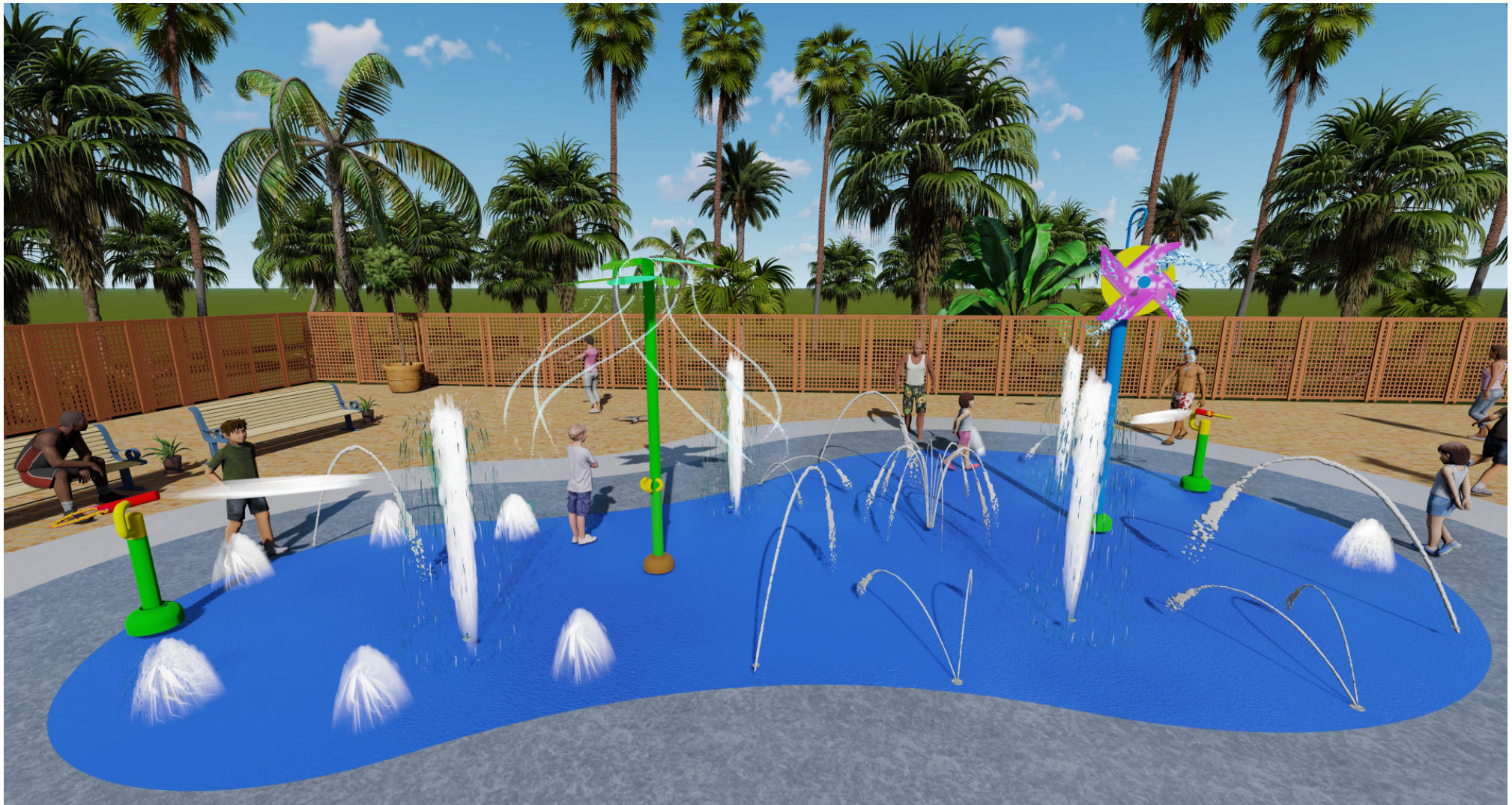


Pine Ridge Splash Pad OP4

*Aqua Octopus, Aqua Fall, Aqua Cannon (2), Aqua Arching Stream (7)
Aqua Split Stream (2), Aqua Geyser (2), Deck Dazzler (5), Aqua Jelly (5)
Aqua Activator*

\$65,000





Pine Ridge Splash Pad OP5

*Aqua Twirl Palm , Aqua Cannon (2) , Aqua Spider, Aqua Split Stream (4)
Aqua Jelly (8) , Aqua Geyser (4) , Aqua Arching Stream (4), Aqua Windmill
Aqua Activator*

\$42,000

DATE: 06/30/21
©AquaWorx, Inc.





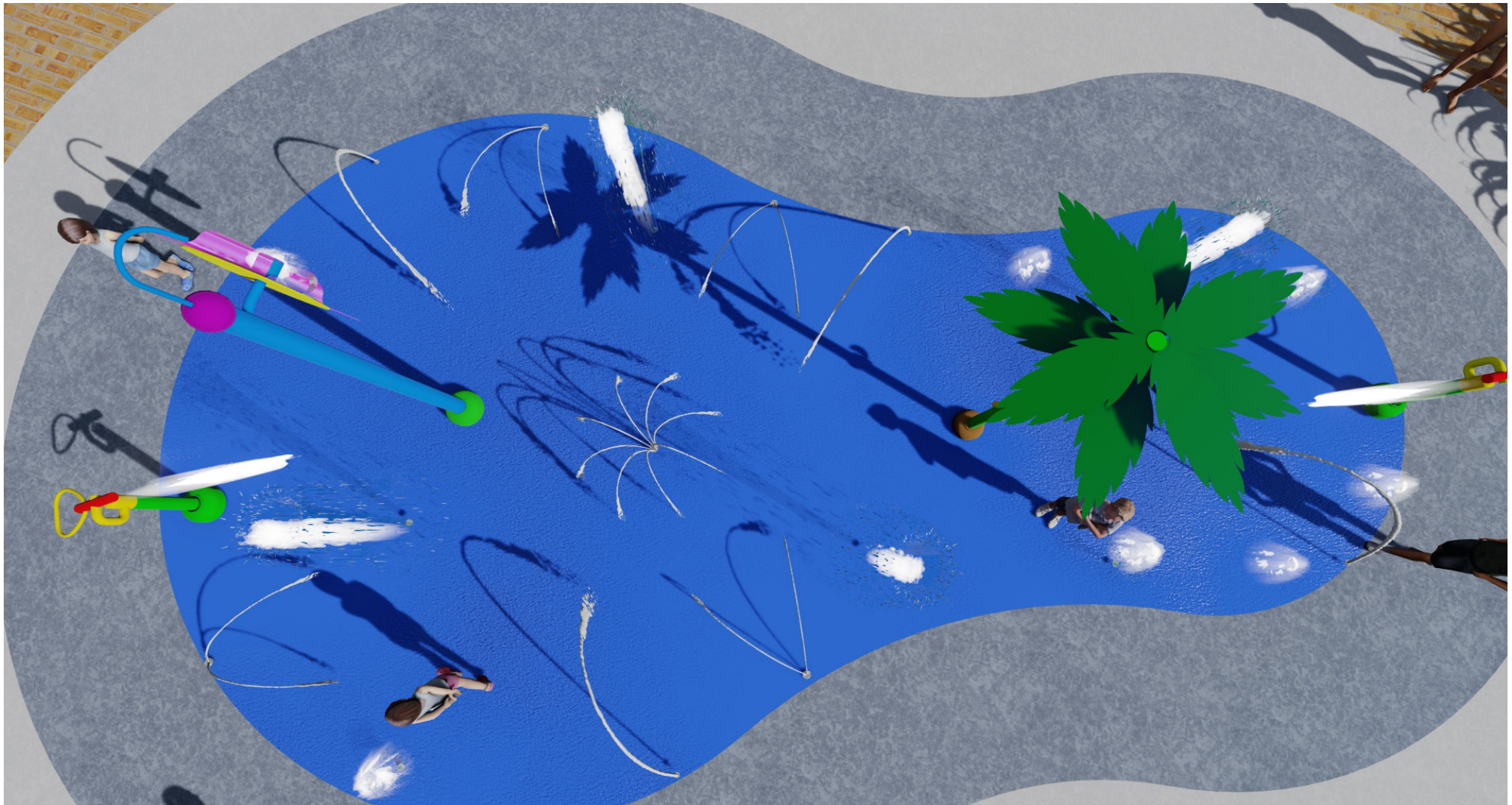
Pine Ridge Splash Pad OP5

*Aqua Twirl Palm , Aqua Cannon (2) , Aqua Spider, Aqua Split Stream (4)
Aqua Jelly (8) , Aqua Geyser (4) , Aqua Arching Stream (4), Aqua Windmill
Aqua Activator*

\$42,000

DATE: 06/30/21
©AquaWorx, Inc.





Pine Ridge Splash Pad OP5

*Aqua Twirl Palm , Aqua Cannon (2) , Aqua Spider, Aqua Split Stream (4)
Aqua Jelly (8) , Aqua Geyser (4) , Aqua Arching Stream (4), Aqua Windmill
Aqua Activator*

\$42,000

DATE: 06/30/21
©AquaWorx, Inc.





Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction



vortex-intl.com

VORTEX AQUATIC STRUCTURES INTERNATIONAL INC VORTEX-INTL.COM 1 877 586 7839 VORTEX AQUATIC STRUCTURES INTERNATIONAL, ALL RIGHTS RESERVED

Colored concrete and Environment are for Illustration purpose only and not supplied by Vortex. Not for construction

ID#29907 - Q19417

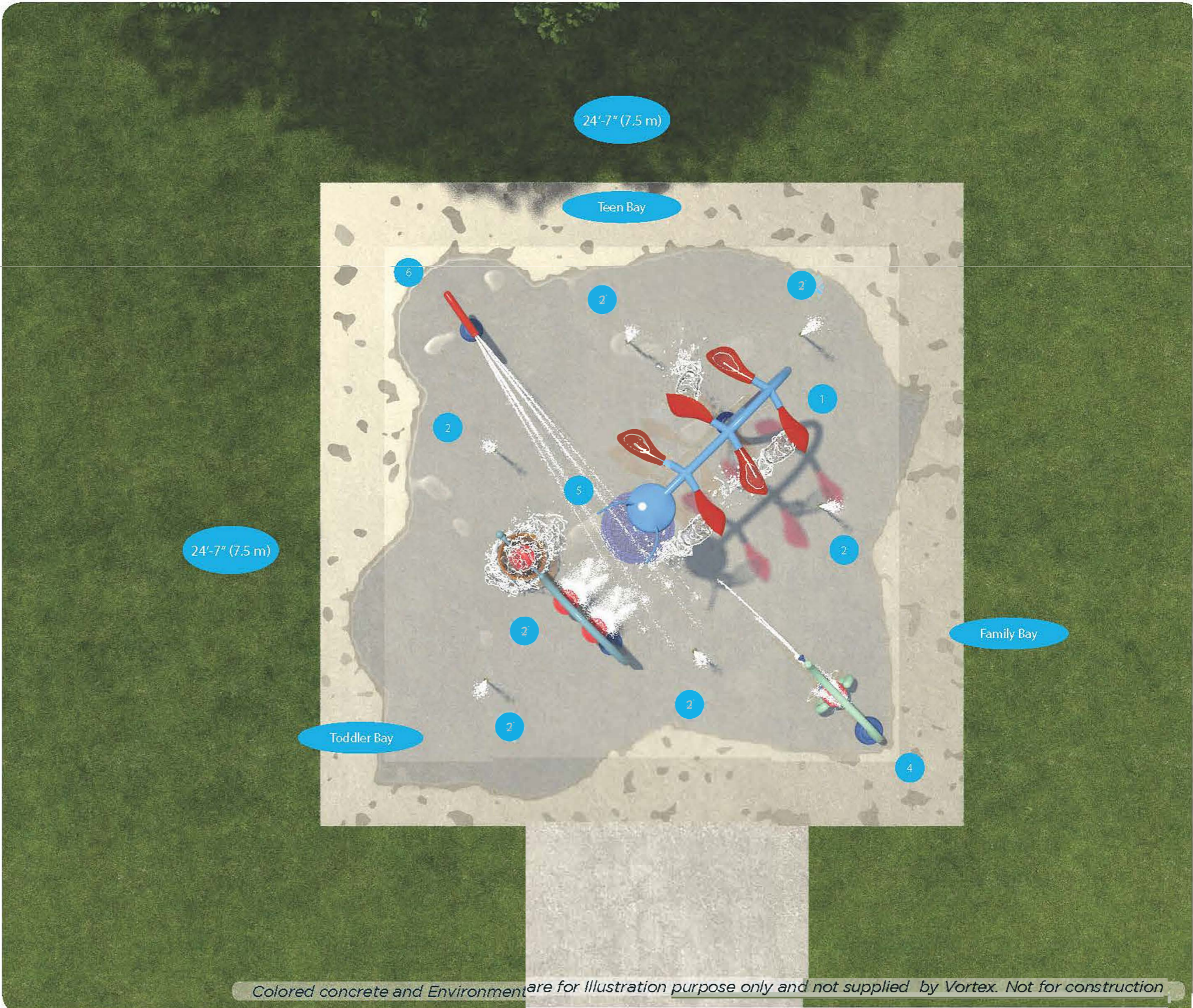
View 2



SPLASHPAD® COMPONENTS

Total area: 605ft² (56m²)
Spray area: 388ft² (36m²)

REF	PRODUCT	QTY	GPM	LPM
1	Gardenbug VOR 7785	1	9	34.1
2	Jet Stream N°1 VOR 7512	6	15	56.8
3	Luna N°2 VOR 7231	1	19.5	73.8
4	Luna N°3 VOR 7234	1	8	30.3
5	Smartpoint N°3 Foot VOR-1905	1	0	0
6	Tube N°1 VOR 220	1	4	15.1
TOTAL WATER FLOW		QTY	GPM	LPM
		11	55.5	210.1





All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.

SPLASHPAD DIMENSION

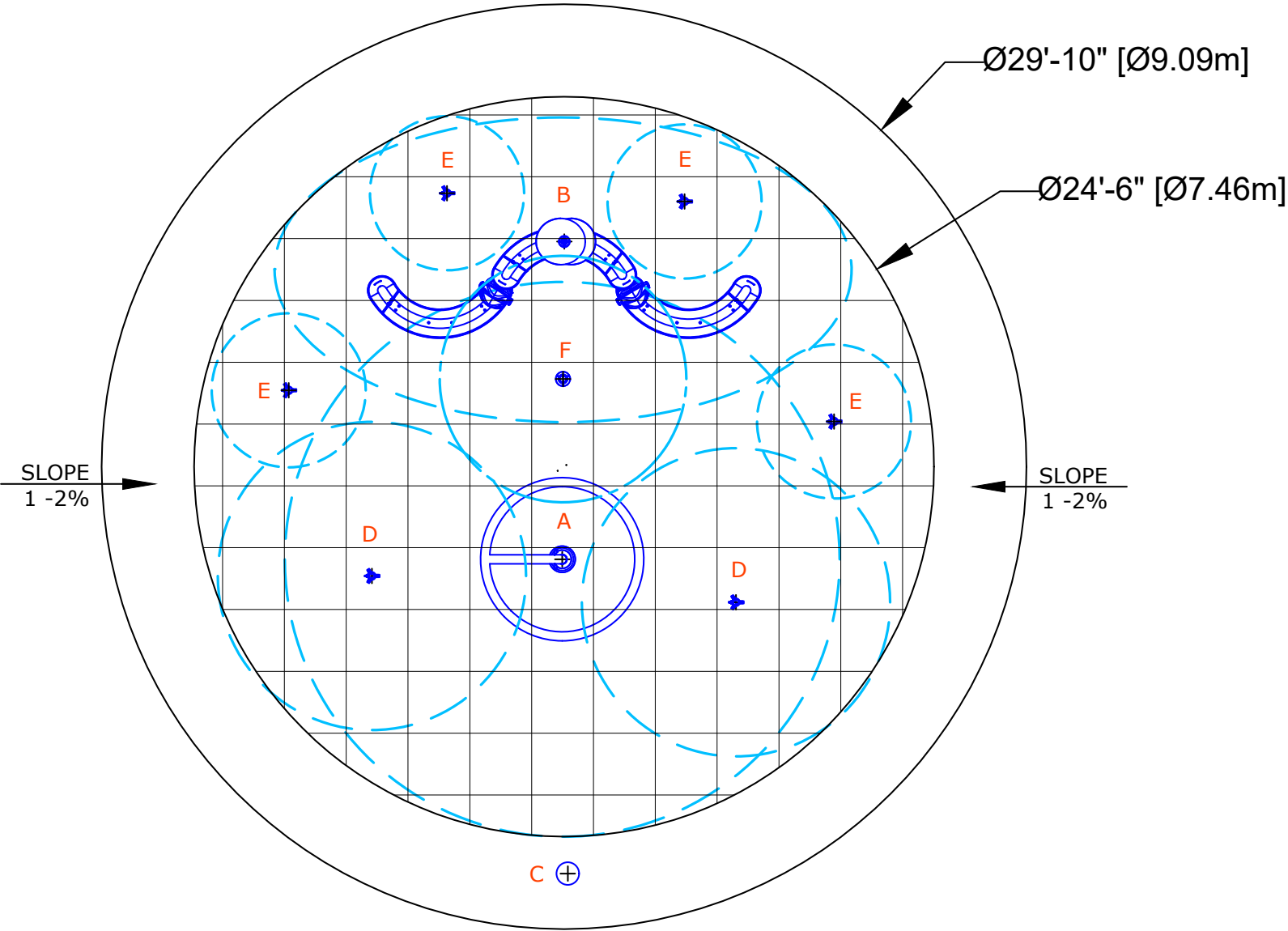
TOTAL AREA : 707 ft² 66m²

SPRAY AREA : 452 ft² 42m²

GRID SIZE : 2 x 2 ft 0.6 x 0.6 m

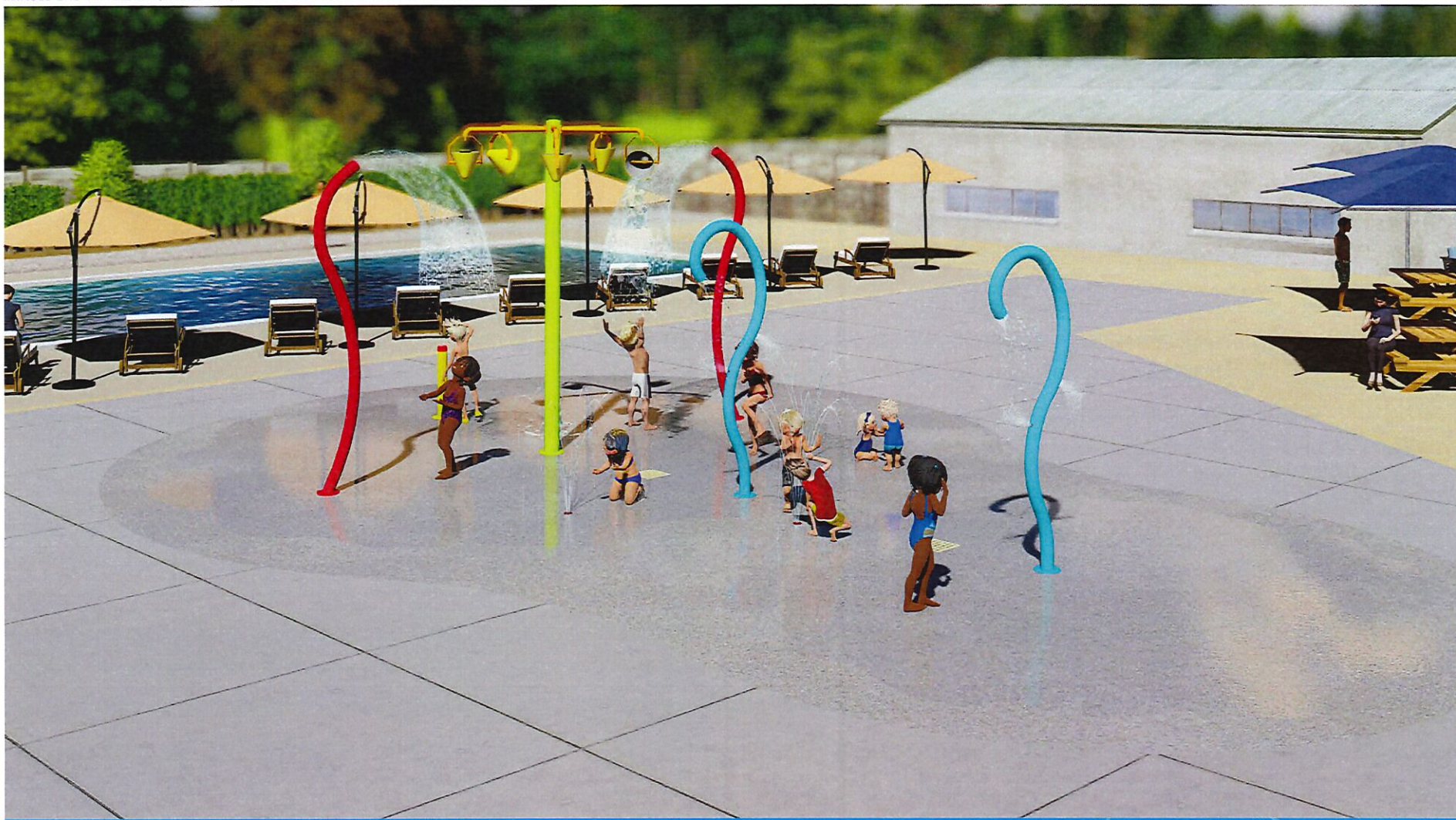
PRODUCT LEGEND

REF	PRODUCT	QTY	GPM	LPM
A	Astra No.1 VOR-7697	1	17.5	66.2
B	Cascade River VOR-7249	1	5	18.9
C	Foot Activator - VOR 0606	1	0	0
D	Geyser N°1 VOR 0301	2	14	53
E	Jet Stream N°1 VOR 7512	4	10	37.9
F	Water Jelly N°1 VOR 7010	1	6	22.7
TOTAL		10	52.5	198.7



3'[0.9m] SPRAY FREE CONCRETE AREA ALL AROUND THE SPLASHPAD

IMAGES SHOWN ARE DIAGRAMMATIC IN NATURE. PRELIMINARY FEATURES AND EFFECTS MAY VARY.



Pine Ridge IWF

Coral Gables, FL

W23919-1A | 58 GPM | 1,201 SQ FT | Perspective View | JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY™
BY FOUNTAIN PEOPLE
A PLAYCORE COMPANY

IMAGES SHOWN ARE DIAGRAMMATIC IN NATURE. PRELIMINARY FEATURES AND EFFECTS MAY VARY.



Pine Ridge IWF

Coral Gables, FL

W23919-1A | 58 GPM | 1,201 SQ FT | Perspective View | JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY™
BY FOUNTAIN PEOPLE
A PLAYCORE COMPANY

IMAGES SHOWN ARE DIAGRAMMATIC IN NATURE. PRELIMINARY FEATURES AND EFFECTS MAY VARY.



Pine Ridge IWF

Coral Gables, FL

W23919-1A | 58 GPM | 1,201 SQ FT | Perspective View | JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY™
BY FOUNTAIN PEOPLE
A PLAYCORE Company

IMAGES SHOWN ARE DIAGRAMMATIC IN NATURE. PRELIMINARY FEATURES AND EFFECTS MAY VARY.



Pine Ridge IWF

Coral Gables, FL

W23919-1A | 58 GPM | 1,201 SQ FT | Perspective View | JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY™
BY FOUNTAIN PEOPLE
A PLAYCORE Company

IMAGES SHOWN ARE DIAGRAMMATIC IN NATURE. PRELIMINARY FEATURES AND EFFECTS MAY VARY.



Pine Ridge IWF

Coral Gables, FL

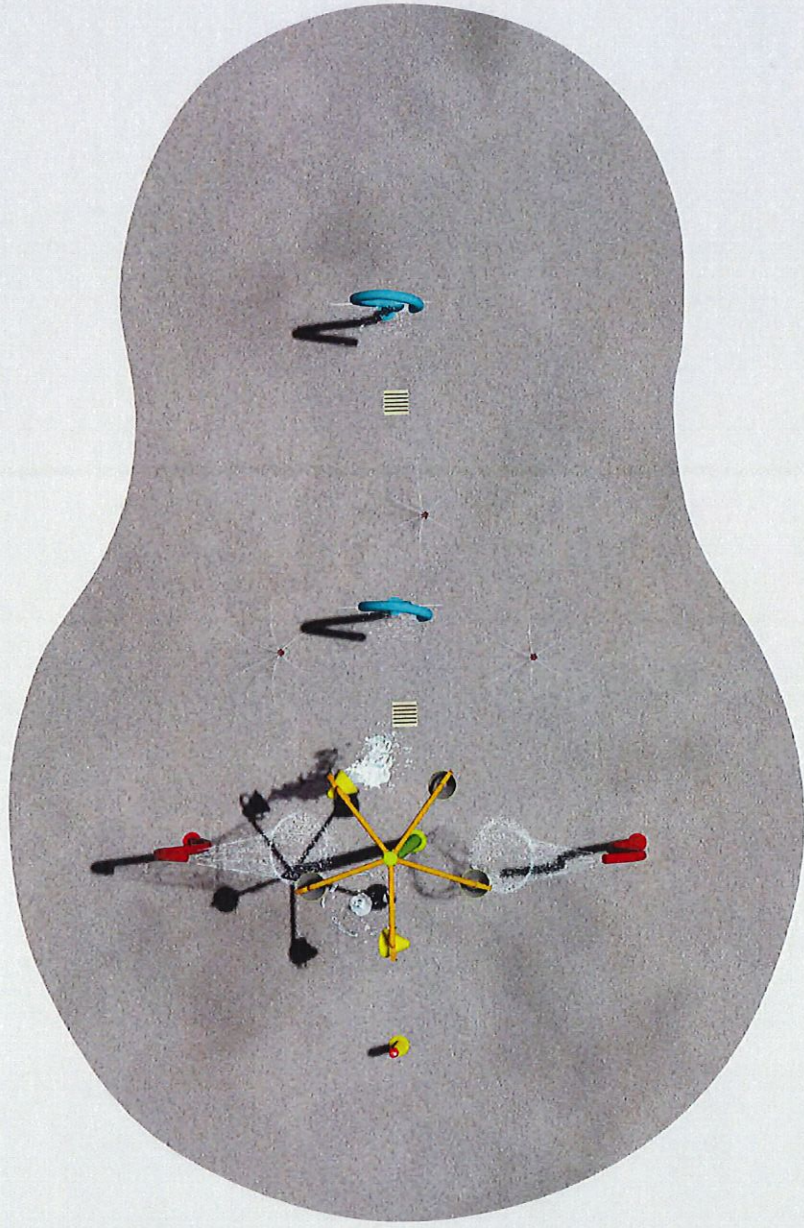
W23919-1A | 58 GPM | 1,201 SQ FT | Perspective View | JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY™
BY FOUNTAIN PEOPLE
A PLAYCORE Company

IMAGES SHOWN ARE DIAGRAMMATIC IN NATURE. PRELIMINARY FEATURES AND EFFECTS MAY VARY.



Pine Ridge IWF

Coral Gables, FL

W23919-1A | 58 GPM | 1,201 SQ FT | Park View | JH



IMAGES SHOWN ARE DIAGRAMMATIC IN NATURE. PRELIMINARY FEATURES AND EFFECTS MAY VARY.

AQUATIC PLAY FEATURES



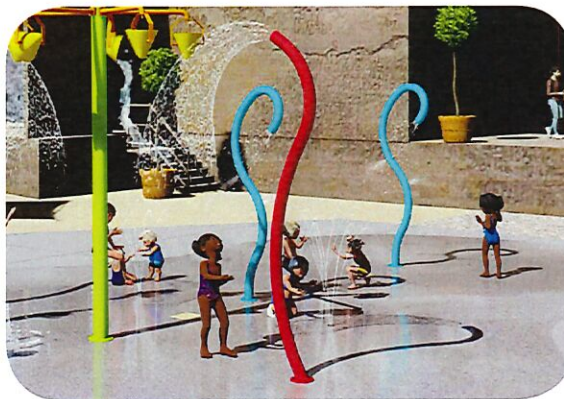
Curvy Cool-2™
W003-2



Fill N' Spill™
W103



Simple Spray™
W125C



Mission Hill Spill™
W326C-3

ACTIVATORS & DRAINS



Touch N' Go™
Hard-Wired
W009



Plain Drain™
W200

WATERODYSSEY.COM

Pine Ridge IWF

Coral Gables, FL

W23919-1A | 58 GPM | 1,201 SQ FT | Product List | JH

CREATING COMPELLING
AQUATIC PLAY EXPERIENCES



WATER ODYSSEY™
BY FOUNTAIN PEOPLE
A PLAYCORE COMPANY



W23919 Pine Ridge IWF

WET Engineering, Inc.

4337 Pablo Oaks Court, Su
Jacksonville, FL 32224

Jim LePetrie

jel@wetengineering.net
(904) 223-9773

Reference: 20210706-112621916

Quote created: July 6, 2021

Quote expires: October 4, 2021

Quote created by: jon mirkin

Director of Sales

jon.mirkin@fountainpeople.com

Comments from jon mirkin

Due to the peak season in our industry (March - September), engineering, production, crating and shipping time lines are exceeding "normal" lead times. Estimated times of arrival will vary depending on our ability to obtain raw materials to complete your components or feature. Our team is working hard to ensure timely deliveries.

Thank you for your patience.

Products & Services

Item & Description	Quantity	Unit Price	Total
05-0507 1.5" PRV15LV; 80GPM typical; Cast Bronze Pressure Reducing Valve, 25-75PSI output range; 36 Series 1-1/2"FPT Union x 1-1/2"FPT Series 36-107-01 factory set at 50PSI	1	\$545.00	\$376.05 after 31% discount
W003-2 Curvy Cool-2, (1) 1-000482-002 embed	2	\$11,554.00	\$15,944.52 after 31% discount
W103 Fill N' Spill™, 5-Arm Assembly, (1) 1-000498- 002 embed	1	\$22,890.00	\$15,794.10 after 31% discount
W125C Simple Spray™ Water Conserving version, (1) 1-000140-001 embed	3	\$981.00	\$2,030.67 after 31% discount
W326C-3	2	\$9,810.00	\$13,537.80

Mission Hill Spill™ Water Conserving Version,
(1) 1-000482-002 embed

after 31% discount

W009 Touch & Go™ Bollard, Wired.	1	\$3,270.00	\$2,256.30 after 31% discount
-------------------------------------	---	------------	----------------------------------

DSC-8-8 UL-Listed Controller with 1 module for 8 hard-wired inputs, 1 module for 8 wired 24VAC outputs, mounted in a NEMA 4X Enclosure with Lockable Hasp.	1	\$7,194.00	\$4,963.86 after 31% discount
---	---	------------	----------------------------------

WMF-06 Flanged 4" Stainless Steel Manifold for Wall Mount Installation w/pressure gauge, drain valve, water hammer arrestor, (2) Full Flanged 4"S inlet connections (no plug supplied); (6) discharge assemblies each w/(1) true union ball valve and (1) 24VAC bronze solenoid valve with 15' cord. NOTE: Water pressure to the manifold must not exceed 50 psi. The installer must ensure this requirement is met.	1	\$12,753.00	\$8,799.57 after 31% discount
---	---	-------------	----------------------------------

W200 Plain Drain™ with 4" Slip Connection, (1) 15-5707 Embed	2	\$1,504.20	\$2,075.80 after 31% discount
---	---	------------	----------------------------------

Subtotals

One-time subtotal	\$65,778.67 after \$29,552.73 discount
-------------------	---

Other Fees

Freight and Crate	\$7,800.00
-------------------	------------

Total \$73,578.67

Purchase Terms

In acceptance, please provide a copy of the signed quote and/or a company purchase order. If you are tax exempt a copy of your tax exemption certificate must be received at the time of invoicing. Credit cards are accepted, however, there is a 3% handling fee on all credit card purchases. All orders must be paid in full prior to shipping unless other credit terms have been established.

For Our Warranty & Terms, Click "[Here](#)".

Freight and Crating quoted below is an estimation and is subject to change upon order processing.

Questions? Contact me



jon mirkin

Director of Sales

jon.mirkin@fountainpeople.com

Fountain People

4600 HWY 123

San Marcos, TX 78666

United States

EIGHTH ORDER OF BUSINESS

**Pine Ridge Plantation
Community Development District**

ANNUAL FINANCIAL REPORT

September 30, 2020

Pine Ridge Plantation Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2020

TABLE OF CONTENTS

	<u>Page Number</u>
REPORT OF INDEPENDENT AUDITORS	1-2
MANAGEMENT’S DISCUSSION AND ANALYSIS	3-8
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements	
Statement of Net Position	9
Statement of Activities	10
Fund Financial Statements	
Balance Sheet – Governmental Funds	11
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities	12
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	13
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	14
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	15
Notes to Financial Statements	16-30
INDEPENDENT AUDITORS’ REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	31-32
MANAGEMENT LETTER	33-34
INDEPENDENT ACCOUNTANTS’ REPORT/COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES	35



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

REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Pine Ridge Plantation Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Pine Ridge Plantation Community Development District as of and for the year ended September 30, 2020, and the related notes to financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Fort Pierce / Stuart

- 1 -

Member AICPA

Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA



To the Board of Supervisors
Pine Ridge Plantation Community Development District

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, and each major fund of Pine Ridge Plantation Community Development District as of September 30, 2020, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated June 30, 2021 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pine Ridge Plantation Community Development District's internal control over financial reporting and compliance.

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

June 30, 2021

Pine Ridge Plantation Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020

Management's discussion and analysis of Pine Ridge Plantation Community Development District (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of the governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, physical environment, culture and recreation and interest on long term debt.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

Pine Ridge Plantation Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including land and improvements are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long-lived assets are reported as expenditures and long-term liabilities, such as special assessment bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliation is provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2020.

- ◆ The District's total liabilities exceeded total assets by \$(5,533,426) (net position). Unrestricted net position for Governmental Activities was \$(4,132,767). Net investment in capital assets \$(1,439,871). Net position restricted was \$39,212.
- ◆ Governmental activities revenues totaled \$1,515,565, while governmental activities expenses totaled \$2,020,049.

**Pine Ridge Plantation Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2020	2019
Current assets	\$ 1,092,054	\$ 1,033,695
Restricted assets	2,212,841	1,217,792
Capital assets	3,444,382	3,621,248
Total Assets	6,749,277	5,872,735
Deferred Outflows of Resources	273,207	-
Current liabilities	609,201	616,206
Non-current liabilities	11,946,709	10,285,471
Total Liabilities	12,555,910	10,901,677
Net investment in capital assets	(1,439,871)	(1,536,212)
Net position - restricted	39,212	575,331
Net position - unrestricted	(4,132,767)	(4,068,061)
Total Net Position	\$ (5,533,426)	\$ (5,028,942)

The increase in current assets is mainly related to the increase in cash in the current year.

The decrease in capital assets is primarily due to depreciation in the current year.

The increase in non-current liabilities and restricted assets is primarily due to the issuance of long-term debt in the current year.

**Pine Ridge Plantation Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Financial Activity

	Governmental Activities	
	2020	2019
Program Revenues		
Charges for services	\$ 1,488,089	\$ 1,490,854
General Revenues		
Investment earnings	23,094	41,133
Miscellaneous revenues	4,382	8,688
Total Revenues	<u>1,515,565</u>	<u>1,540,675</u>
Expenses		
General government	113,916	100,479
Physical environment	270,003	250,096
Culture and recreation	298,276	306,567
Interest and other charges	1,337,854	619,590
Total Expenses	<u>2,020,049</u>	<u>1,276,732</u>
Change in Net Position	(504,484)	263,943
Net Position - Beginning of Year	<u>(5,028,942)</u>	<u>(5,292,885)</u>
Net Position - End of Year	<u><u>\$ (5,533,426)</u></u>	<u><u>\$ (5,028,942)</u></u>

The increase in physical environment is related to the increase in landscape maintenance and other repairs in the current year.

The increase in interest and other charges is related to the other debt service costs in the current year related to the issuance of long-term debt.

**Pine Ridge Plantation Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2020 and 2019.

<u>Description:</u>	Governmental Activities	
	2020	2019
Infrastructure	\$ 2,810,596	\$ 2,810,596
Buildings and improvements	2,325,000	2,325,000
Equipment	21,864	21,864
Accumulated depreciation	(1,713,078)	(1,536,212)
Total	<u>\$ 3,444,382</u>	<u>\$ 3,621,248</u>

During the year, depreciation was \$176,866.

General Fund Budgetary Highlights

During the year, budgeted expenditures exceeded actual amounts primarily because facility assistant, capital reserve and water-usage expenditures were lower than anticipated.

The September 30, 2020 budget was not amended.

Debt Management

Governmental Activities debt includes the following:

- ◆ In September 2006, the District issued \$14,090,000 Series 2006A Capital Improvement Revenue Bonds. The Bonds are the first series of securities to be issued by the District and are being used to: (i) finance a portion of the Cost of the acquisition, construction, installation and equipping of certain Assessable Improvements and (ii) pay certain costs associated with the issuance of the Bonds. The balance outstanding for the Series 2006A B was paid off during the current year.
- ◆ In September 2020, the District issued \$9,545,000 Series 2020A-1 Senior Capital Improvement Revenue and Refunding Bonds and \$2,890,000 2020A-2 Subordinate Capital Improvement Revenue and Refunding Bonds. These bonds were issued to refund and redeem the outstanding Series 2006A Capital Improvement Revenue Bonds and to finance improvements within the District. The balance outstanding of the Series 2020A-1 and Series 2020A-2 Bonds at September 30, 2020 was \$9,545,000 and \$2,890,000, respectively.

**Pine Ridge Plantation Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Economic Factors and Next Year's Budget

Pine Ridge Plantation Community Development District does not expect any economic factors to have a significant effect on the financial position or results of operations of the District in fiscal year 2021.

Request for Information

The financial report is designed to provide a general overview of Pine Ridge Plantation Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Pine Ridge Plantation Community Development District, 475 West Towne Place, Suite 114, St. Augustine, Florida 32092.

Pine Ridge Plantation Community Development District
STATEMENT OF NET POSITION
September 30, 2020

	Governmental Activities
ASSETS	
Current Assets:	
Cash	\$ 181,460
Investments	892,191
Prepaid expenses	18,403
Total Current Assets	<u>1,092,054</u>
Non-Current Assets:	
Restricted assets:	
Investments	2,212,841
Capital assets being depreciated:	
Infrastructure	2,810,596
Buildings and improvements	2,325,000
Equipment	21,864
Accumulated depreciation	<u>(1,713,078)</u>
Total Non-Current Assets	<u>5,657,223</u>
Total Assets	<u>6,749,277</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred amount on refunding	<u>273,207</u>
LIABILITIES	
Current Liabilities:	
Accounts payable and accrued expenses	22,849
Accrued interest	1,352
Bonds payable	585,000
Total Current Liabilities	<u>609,201</u>
Non-Current Liabilities:	
Bonds payable, net	<u>11,946,709</u>
Total Liabilities	<u>12,555,910</u>
NET POSITION	
Net investment in capital assets	(1,439,871)
Restricted for debt service	39,212
Unrestricted	<u>(4,132,767)</u>
Total Net Position	<u><u>\$ (5,533,426)</u></u>

See accompanying notes to financial statements.

Pine Ridge Plantation Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2020

Functions/Programs	Expenses	Program Revenues Charges for Services	Net (Expense) Revenues and Changes in Net Position Governmental Activities
Governmental Activities			
General government	\$ (113,916)	\$ 128,691	\$ 14,775
Physical environment	(270,003)	170,486	(99,517)
Culture/recreation	(298,276)	243,908	(54,368)
Interest and other charges	(1,337,854)	945,004	(392,850)
Total Governmental Activities	<u>\$ (2,020,049)</u>	<u>\$ 1,488,089</u>	<u>(531,960)</u>
General revenues:			
			23,094
			4,382
			<u>27,476</u>
Change in Net Position			(504,484)
Net Position - October 1, 2019			<u>(5,028,942)</u>
Net Position - September 30, 2020			<u>\$ (5,533,426)</u>

See accompanying notes to financial statements.

Pine Ridge Plantation Community Development District
BALANCE SHEET –
GOVERNMENTAL FUNDS
September 30, 2020

	General Fund	Debt Service	Capital Projects	Total Governmental Funds
ASSETS				
Cash	\$ 53,256	\$ -	\$ 128,204	\$ 181,460
Investments	691,904	-	200,287	892,191
Prepaid expenses	18,403	-	-	18,403
Restricted assets:				
Investments, at fair value	-	329,257	1,883,584	2,212,841
Total Assets	<u>\$ 763,563</u>	<u>\$ 329,257</u>	<u>\$2,212,075</u>	<u>\$ 3,304,895</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable and accrued expenses	<u>\$ 21,639</u>	<u>\$ -</u>	<u>\$ 1,210</u>	<u>\$ 22,849</u>
FUND BALANCES				
Nonspendable-prepays	18,403	-	-	18,403
Restricted:				
Debt service	-	329,257	-	329,257
Capital projects	-	-	1,883,584	1,883,584
Assigned-capital projects	-	-	327,281	327,281
Unassigned	723,521	-	-	723,521
Total Fund Balance	<u>741,924</u>	<u>329,257</u>	<u>2,210,865</u>	<u>3,282,046</u>
Total Liabilities and Fund Balances	<u>\$ 763,563</u>	<u>\$ 329,257</u>	<u>\$2,212,075</u>	<u>\$ 3,304,895</u>

See accompanying notes to financial statements.

**Pine Ridge Plantation Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2020**

Total Governmental Fund Balances	\$ 3,282,046
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets being depreciated, infrastructure, \$2,810,596, buildings and improvements, \$2,325,000, and equipment, \$21,864, less accumulated depreciation, \$(1,713,078), used in governmental activities are not financial resources and therefore, are not reported in the funds.	3,444,382
Long-term liabilities, including bonds payable, \$(12,435,000), and bond premium, net, \$(96,709), are not due and payable in the current period and therefore, are not reported at the fund level.	(12,531,709)
Deferred outflow of resources are not current financial resources and therefore, are not reported at the fund level.	273,207
Accrued interest expense for long-term debt is not a current financial use and; therefore, is not reported in the funds.	<u>(1,352)</u>
Net Position of Governmental Activities	<u><u>\$ (5,533,426)</u></u>

See accompanying notes to financial statements.

Pine Ridge Plantation Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES –
GOVERNMENTAL FUNDS
For the Year Ended September 30, 2020

	General	Debt Service	Capital Projects	Total Governmental Funds
Revenues:				
Special assessments	\$ 543,085	\$ 945,004	\$ -	\$ 1,488,089
Investment earnings	9,439	13,327	328	23,094
Miscellaneous revenues	4,382	-	-	4,382
Total Revenues	<u>556,906</u>	<u>958,331</u>	<u>328</u>	<u>1,515,565</u>
Expenditures:				
Current				
General government	113,916	-	-	113,916
Physical environment	150,913	-	21,910	172,823
Culture and recreation	215,905	-	2,685	218,590
Debt service				
Principal	-	10,660,000	-	10,660,000
Interest	-	574,695	-	574,695
Other debt service	-	629,791	630,546	1,260,337
Total Expenditures	<u>480,734</u>	<u>11,864,486</u>	<u>655,141</u>	<u>13,000,361</u>
Revenues over/(under) expenditures	<u>76,172</u>	<u>(10,906,155)</u>	<u>(654,813)</u>	<u>(11,484,796)</u>
Other Financing Sources/(Uses)				
Issuance of long-term debt	-	10,017,579	2,417,421	12,435,000
Bond premium	-	-	96,709	96,709
Transfers in	-	4,494	35,001	39,495
Transfers out	(35,000)	(1)	(4,494)	(39,495)
Total Other Financing Sources/(Uses)	<u>(35,000)</u>	<u>10,022,072</u>	<u>2,544,637</u>	<u>12,531,709</u>
Net change in fund balances	41,172	(884,083)	1,889,824	1,046,913
Fund Balances - October 1, 2019	<u>700,752</u>	<u>1,213,340</u>	<u>321,041</u>	<u>2,235,133</u>
Fund Balances - September 30, 2020	<u>\$ 741,924</u>	<u>\$ 329,257</u>	<u>\$ 2,210,865</u>	<u>\$ 3,282,046</u>

See accompanying notes to financial statements.

Pine Ridge Plantation Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2020

Net Change in Fund Balances - Total Governmental Funds	\$ 1,046,913
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation. This is the amount of depreciation in the current year.	(176,866)
The issuance of long-term debt is recognized as an other financing source at the fund level. At the government-wide level it is reflected as an increase in long-term liabilities.	(12,435,000)
Deferred amount on refunding is recognized as other debt service costs at the fund level, however, at the government-wide level it is recognized as a deferred outflow of resources an amortized as interest over the life of the bonds.	258,678
Bond premium associated with the issuance of long-term debt, is a reduction in an other financing source at the fund level, but at the government-wide level it is included in long-term liabilities.	(96,709)
Principal payments are reported as expenditures in the governmental funds, but are reported as reductions of liabilities in the Statement of Net Position.	10,660,000
In the Statement of Activities, interest is accrued on outstanding bonds; whereas in governmental funds, interest expenditures are reported when due. This is the change in accrued interest during the current period.	<u>238,500</u>
Change in Net Position of Governmental Activities	<u><u>\$ (504,484)</u></u>

See accompanying notes to financial statements.

Pine Ridge Plantation Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES – BUDGET AND ACTUAL –
GENERAL FUND
For the Year Ended September 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues				
Special assessments	\$ 537,569	\$ 537,569	\$ 543,085	\$ 5,516
Investment income	1,500	1,500	9,439	7,939
Other income	3,000	3,000	4,382	1,382
Total Revenues	<u>542,069</u>	<u>542,069</u>	<u>556,906</u>	<u>14,837</u>
Expenditures				
Current				
General government	119,252	119,252	113,916	5,336
Physical environment	210,251	210,251	150,913	59,338
Culture and recreation	251,146	251,146	215,905	35,241
Total Expenditures	<u>580,649</u>	<u>580,649</u>	<u>480,734</u>	<u>99,915</u>
Revenues over/(under) expenditures	(38,580)	(38,580)	76,172	114,752
Other Financing Sources/(Uses)				
Transfers out	<u>-</u>	<u>-</u>	<u>(35,000)</u>	<u>(35,000)</u>
Net change in fund balances	(38,580)	(38,580)	41,172	79,752
Fund Balances - October 1, 2019	<u>38,580</u>	<u>38,580</u>	<u>700,752</u>	<u>662,172</u>
Fund Balances - September 30, 2020	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 741,924</u>	<u>\$ 741,924</u>

See accompanying notes to financial statements.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on March 8, 2006, pursuant to Clay County Ordinance Number 2006-05 and Chapter 190, Florida Statutes. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing or re-constructing, enlarging or extending, equipping, operating and maintaining water management, bridges or culverts, district roads, landscaping, street lights and other basic infrastructure projects within or outside the boundaries of the Pine Ridge Plantation Community Development District. The District is governed by a five-member Board of Supervisors who are elected for four year terms. The District operates within the criteria established by Chapter 190.

As required by GAAP, these financial statements present the Pine Ridge Plantation Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments and interest. Program revenues include charges for services and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the Statement of Activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Debt Service Fund – Accounts for debt service requirements to retire the capital improvement bonds which were used to refund and retire an existing bond and finance the construction of District infrastructure improvements. The bond series is secured by a pledge of all available special assessment revenues in any fiscal year related to the improvements and a first lien on the special assessment revenues from the District's liens on all benefited land within the District.

Capital Projects Fund – Accounts for monies the Board has set aside for capital improvements and the construction of capital improvements within the District.

b. Non-Current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as land and buildings, and non-current governmental liabilities, such as general obligation bonds, be reported in the governmental activities column in the government-wide Statement of Net Assets.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Cash equivalents include time deposits, certificates of deposit and all highly liquid debt instruments with original maturities of three months or less and held in a qualified public depository as defined by Section 280.02, Florida Statutes.

b. Restricted Net Position

Certain net position of the District will be classified as restricted on the statement of net assets because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted net position, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include infrastructure, buildings and improvements and equipment, are reported in governmental activities.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Assets or Equity (Continued)

c. Capital Assets (Continued)

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method. Estimated useful lives of the various classes of depreciable capital assets are as follows:

Buildings and improvements	30 years
Infrastructure	15-30 years
Equipment	10 years

d. Unamortized Bond Premiums

Bond premiums associated with the issuance of revenue bonds are amortized according to the straight-line method of accounting. For financial reporting, unamortized bond premiums are netted with the applicable long-term debt.

e. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. Formal budgets are adopted for the general fund. The legal level of budgetary control is at the fund level. As a result, deficits in the budget columns of the accompanying financial statements may occur. All budgeted appropriations lapse at year end.

f. Deferred Outflow of Resources

Deferred outflow of resources is the consumption of net position by the government that is applicable to a future reported period. Deferred amount on refunding is amortized and recognized as a component of interest expense over the life of the bond.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

1. Explanation of Differences Between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position

“Total fund balances” of the District’s governmental funds, \$3,282,046, differs from “net position” of governmental activities, \$(5,533,426), reported in the Statement of Net Position. This difference primarily results from the long-term economic focus of the Statement of Net Position versus the current financial resources focus of the Governmental Fund Balance Sheet. The effect of the differences is illustrated below.

Capital related items

When capital assets (buildings and improvements, infrastructure, and equipment) that are to be used in governmental activities are purchased or constructed, the cost of those assets is reported as expenditures in governmental funds. However, the Statement of Net Position included those capital assets among the assets of the District as a whole.

Infrastructure	\$ 2,810,596
Buildings and improvements	2,325,000
Equipment	21,864
Accumulated depreciation	<u>(1,713,078)</u>
Total	<u>\$ 3,444,382</u>

Deferred outflow of resources

Deferred outflow of resources applicable to the District’s governmental activities are not current financial resources and therefore, are not reported as fund deferred outflow of resources:

Deferred amount on refunding	<u>\$ 273,207</u>
------------------------------	-------------------

Long-term debt transactions

Long-term liabilities applicable to the District’s governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position. Balances at September 30, 2020 were:

Bonds payable	\$ (12,435,000)
Bond premium, net	<u>(96,709)</u>
Total	<u>\$ (12,531,709)</u>

Accrued interest

Accrued liabilities in the Statement of Net Position differ from the amount reported in governmental funds due to the accrued interest on bonds.

Accrued interest	<u>\$ (1,352)</u>
------------------	-------------------

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE B – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS (CONTINUED)

2. Explanation of Differences Between the Governmental Fund Operating Statements and the Statement of Activities

The “net change in fund balances” for government funds, \$1,046,913, differs from the “change in net position” for governmental activities, \$(504,484), reported in the Statement of Activities. The differences arise primarily from the long-term economic focus of the Statement of Activities versus the current financial resources focus of the governmental funds. The effect of the differences is illustrated below.

Capital related items

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the Statement of Activities, the costs of those assets is allocated over their estimated useful lives and reported as depreciation. As a result, fund balances decrease by the amount of financial resources expended, whereas net position decrease by the amount of depreciation charged for the period.

Depreciation	\$ <u>(176,866)</u>
--------------	---------------------

Long-term debt transactions

When long-term debt is issued for governmental activities, the resources obtained are recognized as an other financing source at the fund level. At the government-wide level, however, the new debt increases non-current liabilities.

Repayments of bond principal are reported as an expenditure in the governmental funds and, thus, have the effect of reducing fund balance because current financial resources have been used.

Issuance of long-term debt	\$ <u>(12,435,000)</u>
----------------------------	------------------------

Bond premium	\$ <u>(96,709)</u>
--------------	--------------------

Bond principal payments	\$ <u>10,660,000</u>
-------------------------	----------------------

Some expenses reported in the Statement of Activities do not require the use of current financial resources, therefore, are not reported as expenditures in governmental funds.

Change in accrued interest	\$ <u>238,500</u>
----------------------------	-------------------

Deferred amount on refunding	\$ <u>258,678</u>
------------------------------	-------------------

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE C – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk, however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2020, the District's bank balance was \$188,460 and the carrying value was \$181,460. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2020, the District had the following investments and maturities:

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>
U S Bank Managed Money Market	N/A	\$ 1,527
First American Treasury Obligation	46 days*	2,212,841
Local Government Surplus		
Trust Fund Prime Fund	37 days*	890,664
Total		<u>\$ 3,105,032</u>

* Weighted Average Maturity

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

The investments in the First American Treasury Obligation Fund and U S Bank Managed Money Market are level 1 assets.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE C – CASH AND INVESTMENTS (CONTINUED)

Investments

The District's investment policy allows management to invest funds in investments permitted under Section 218.415, Florida Statutes. Among other investments, the policy allows the District to invest in the State Board of Administration Local Government Surplus Trust Funds.

Cash placed with the State Board of Administration represents the District's participation in the Local Government Surplus Trust Funds Investment Pool and is reported at fair value. As a pool participant, the District invests in pools of investments in which shares are owned in the pool rather than the underlying investments.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

The District's investments in treasury funds and government loans are limited by state statutory requirements and bond compliance. The Local Government Surplus Funds Trust is an authorized investment under Section 218.415, Florida Statutes. The District's investments in the state investment pool are limited by state statutory requirements and bond compliance. The District has monies invested with the Local Government Surplus Funds Trust Fund (Fund), at September 30, 2020. The Fund met the requirements of a "2a-7 like pool" as defined in Government Accounting Standards Board, Statement 31. The District has no investment policy that would further limit its investment choices.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The District's investments in the First American Treasury Obligation Fund Class D are 71% of the District's total investments. The District's investments in the State Board Administration Local Government Surplus Trust Fund are 29% of the District's investments. The District also has less than 1% of investments in the U S Bank Money Market Managed.

The types of deposits and investments and their level of risk exposure as of September 30, 2020 were typical of these items during the fiscal year then ended. The District's investment in the Local Government Surplus Prime Fund and First American Treasury Obligations were rated AAAM by Standard & Poor's. The District considers any decline in fair value for certain investments to be temporary.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE D – SPECIAL ASSESSMENT REVENUES

Assessments are non-ad valorem assessments on benefitted property within the District. Operating and Maintenance Assessments are based upon adopted budget and levied annually. Debt Service Assessments are levied when bonds are issued and collected annually. The District may collect assessments directly or utilize the uniform method of collection (Chapter 197.3632, Florida Statutes). Direct collected assessments are due as determined by annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the uniform method are mailed by County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the Debt Service Assessments on their property subject to various provisions in the bond documents.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

NOTE E – CAPITAL ASSETS

Capital Asset activity for the year ended September 30, 2020 was as follows:

	Balance October 1, 2019	Additions	Deletions	Balance September 30, 2020
<u>Governmental Activities:</u>				
Capital assets, being depreciated:				
Infrastructure	\$ 2,810,596	\$ -	\$ -	\$ 2,810,596
Buildings and improvements	2,325,000	-	-	2,325,000
Equipment	21,864	-	-	21,864
Total Capital Assets, Being Depreciated	<u>5,157,460</u>	<u>-</u>	<u>-</u>	<u>5,157,460</u>
Less accumulated depreciation for:				
Infrastructure	(828,479)	(97,180)	-	(925,659)
Buildings and improvements	(696,111)	(77,500)	-	(773,611)
Equipment	(11,622)	(2,186)	-	(13,808)
Total Accumulated Depreciation	<u>(1,536,212)</u>	<u>(176,866)</u>	<u>-</u>	<u>(1,713,078)</u>
Governmental Activities Capital Assets	<u>\$ 3,621,248</u>	<u>\$ (176,866)</u>	<u>\$ -</u>	<u>\$ 3,444,382</u>

Depreciation of \$97,180 was charged to physical environment and \$79,686 was charged to culture/recreation.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE F – LONG-TERM DEBT

The following is a summary of long-term debt activity for the District for the year ended September 30, 2020.

Long-term debt at October 1, 2019	\$ 10,660,000
Issuance of long-term debt	12,435,000
Principal payments	<u>(10,660,000)</u>
Long-term debt at September 30, 2020	\$ 12,435,000
Plus: bond premium	<u>96,709</u>
Bonds payable, net at September 30, 2020	<u><u>\$ 12,531,709</u></u>

Long-term debt for Governmental Activities is comprised of the following:

Capital Improvement Revenue and Refunding Bonds

\$9,545,000 Series 2020A-1 Senior Capital Improvement Revenue and Refunding Bonds are due in annual principal installments beginning May 2021 maturing May 2037. Interest at various rates between 2% and 3% is due May and November beginning November 2020. Current portion is \$455,000.

\$ 9,545,000

\$2,890,000 Series 2020A-2 Subordinate Capital Improvement Revenue and Refunding Bonds are due in annual principal installments beginning May 2021 and maturing May 2037. Interest at various rates between 2.75% and 3.75% is due May and November beginning November 2020. Current portion is \$130,000.

2,890,000

Bonds Payable \$ 12,435,000

In September 2020, the District issued \$9,545,000 Series 2020A-1 Senior Capital Improvement Revenue and Refunding Bonds and \$2,890,000 2020A-2 Subordinate Capital Improvement Revenue and Refunding Bonds, which retired the Series 2006A Capital Improvement Revenue Bonds. The current refunding of the Series 2006A Capital Improvement Revenue Bonds resulted in a deferred amount on refunding of \$273,207. As a result of this transaction, the District decreases its aggregate debt payment by \$1,480,746 over the next 16 years and realized an economic loss of approximately \$893,595.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE F – LONG-TERM DEBT (CONTINUED)

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2020 are as follows:

<u>Year Ending September 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 585,000	\$ 210,315	\$ 795,315
2022	605,000	322,298	927,298
2023	620,000	304,485	924,485
2024	640,000	286,235	926,235
2025	660,000	267,385	927,385
2026-2030	3,525,000	1,107,738	4,632,738
2031-2035	4,015,000	632,000	4,647,000
2036-2037	1,785,000	81,638	1,866,638
Totals	<u>\$ 12,435,000</u>	<u>\$ 3,212,094</u>	<u>\$ 15,647,094</u>

Summary of Significant Bonds Resolution Terms and Covenants

Capital Improvement Revenue and Refunding Bonds

Significant Bond Provisions

The Series 2020 Bonds are subject to redemption at the option of the District prior to their maturity, in whole or in part, at any time after May 1, 2030 at a redemption price set forth in the Trust Indenture. The Series 2020 are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Trust Indenture.

The Trust Indenture established certain amounts be maintained in a reserve account. In addition, the Trust Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

Pine Ridge Plantation Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE F – LONG-TERM DEBT (CONTINUED)

Depository Funds

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

Reserve Fund – The Series 2020A-1 Reserve requirement is an amount equal to 50 percent the maximum annual debt service of the Series 2020A-1 Bonds. The Series 2020A-1 Reserve Account was funded as 50 percent of the requirement from the proceeds of the Series 2020A-1 Bonds and 50 percent the requirement is satisfied by the Reserve Insurance Policy. The Series 2020A-2 Reserve Account was funded from the proceeds of the Series 2020A-2 Bonds an amount equal to 50 percent of the maximum annual debt service of the Series 2020A-2 Bonds. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

The following is a schedule of required reserve deposits as of September 30, 2020:

<u>Capital Improvement Revenue and Refunding</u>	<u>Reserve Balance</u>	<u>Reserve Requirement</u>
Series 2020A-1 (Senior Bond)	\$ 173,593	\$ 173,593
Series 2020A-2 (Subordinate Bond)	\$ 115,100	\$ 115,100

NOTE G – INTERFUND ACTIVITY

Interfund transfers for the year ended September 30, 2020, consisted of the following:

<u>Transfers In</u>	<u>Transfers Out</u>			<u>Total</u>
	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	
Debt Service Fund	\$ -	\$ -	\$ 4,494	\$ 4,494
Capital Projects Fund	35,000	1	-	35,001
Total	<u>\$ 35,000</u>	<u>\$ 1</u>	<u>\$ 4,494</u>	<u>\$ 39,495</u>

Interfund transfers in the current year were made to increase capital reserves and debt service transfers were in accordance with the Trust Indenture.

NOTE H – RISK MANAGEMENT

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The District has not filed any claims under this commercial coverage during the last three years.



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

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Supervisors
Pine Ridge Plantation Community Development District
Clay County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Pine Ridge Plantation Community Development District, as of and for the year ended September 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated June 30, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Pine Ridge Plantation Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pine Ridge Plantation Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Pine Ridge Plantation Community Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



To the Board of Supervisors
Pine Ridge Plantation Community Development District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pine Ridge Plantation Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Berger Toombs Elam
Gaines & Frank*

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

June 30, 2021



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

MANAGEMENT LETTER

To the Board of Supervisors
Pine Ridge Plantation Community Development District
Clay County, Florida

Report on the Financial Statements

We have audited the financial statements of the Pine Ridge Plantation Community Development District as of and for the year ended September 30, 2020, and have issued our report thereon dated June 30, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with AICPA Professionals Standards, AT-C Section 315 regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in that report, which is dated June 30, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings or recommendations in the preceding financial audit report.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires that we apply appropriate procedures and communicate the results of our determination as to whether or not Pine Ridge Plantation Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify of the specific conditions met. In connection with our audit, we determined that the Pine Ridge Plantation Community Development District did not meet any of the conditions described in Section 218.503(1), Florida Statutes



To the Board of Supervisors
Pine Ridge Plantation Community Development District

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial conditions assessment procedures as of September 30, 2020 for Pine Ridge Plantation Community Development District. It is management's responsibility to monitor the Pine Ridge Plantation Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any findings or recommendations.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger Toombs Elam
Gaines & Frank*

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

June 30, 2021



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

**INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE
WITH SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Pine Ridge Plantation Community Development District
Clay County, Florida

We have examined Pine Ridge Plantation Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2020. Management is responsible for Pine Ridge Plantation Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Pine Ridge Plantation Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Pine Ridge Plantation Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Pine Ridge Plantation Community Development District's compliance with the specified requirements.

In our opinion, Pine Ridge Plantation Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2020.

*Berger Toombs Elam
Gaines & Frank*

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

June 30, 2021

NINTH ORDER OF BUSINESS



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

May 27, 2021

Ernesto Torres, District Manager
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Pine Ridge Plantation Community Development District (the "District"), which comprise governmental activities and each major fund for the General Fund as of and for the years ended September 30, 2021, 2022, 2023, 2024, and 2025 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the years ending September 30, 2021, 2022, 2023, 2024, and 2025.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Fort Pierce / Stuart

Member AICPA

Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA



Pine Ridge Plantation Community Development District
May 27, 2021
Page 2

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

In making our risk assessments, we consider internal control relevant to Pine Ridge Plantation Community Development District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Pine Ridge Plantation Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Debt Service Fund
3. Capital Projects Fund



Pine Ridge Plantation Community Development District
May 27, 2021
Page 3

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentations of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Pine Ridge Plantation Community Development District
May 27, 2021
Page 4

Management is responsible for identifying and ensuring that Pine Ridge Plantation Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Records and Assistance

If circumstances arise relating to the condition of the Pine Ridge Plantation Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issuing a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Pine Ridge Plantation Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Ernesto Torres. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. The audit should be completed and filed with the Auditor General within nine (9) months after the end of the fiscal year.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.



Pine Ridge Plantation Community Development District
May 27, 2021
Page 5

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

Fees, Costs and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2021 will not exceed \$3,175 unless the scope of the engagement is changed, the assistance which Pine Ridge Plantation Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The fee for the years ending September 30, 2022, 2023, 2024, and 2025 will not exceed \$3,175.

In the event we are requested or authorized by Pine Ridge Plantation Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Pine Ridge Plantation Community Development District, Pine Ridge Plantation Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information, except as provided in the public records addendum hereto. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Additionally, see attached addendum regarding public records.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Pine Ridge Plantation Community Development District
May 27, 2021
Page 6

Information Security – Miscellaneous Terms

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Pine Ridge Plantation Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Pine Ridge Plantation Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Pine Ridge Plantation Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of Pine Ridge Plantation Community Development District's financial statements. Our report will be addressed to the Board of Pine Ridge Plantation Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Pine Ridge Plantation Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements;
- Management letter required by the Auditor General, State of Florida; and
- Attestation reports required by the Auditor General, State of Florida.

This letter and any addendums hereto constitute the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Pine Ridge Plantation Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



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

Pine Ridge Plantation Community Development District
May 27, 2021
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J. W. Gaines, CPA

Confirmed on behalf of the addressee:



Judson B. Baggett
MBA, CPA, CVA, Partner
Marci Reutimann
CPA, Partner

6815 Dairy Road
Zephyrhills, FL 33542
(813) 788-2155
(813) 782-8606

Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

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

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. 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. U.S. 18161 email jbaggett@brap.com

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,
ELAM, GAINES AND FRANK AND POINCIANA COMMUNITY
DEVELOPMENT DISTRICT
(DATED MAY 27, 2021)**

Public Records. Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

**GMS-NF, LLC
475 WEST TOWN PLACE, SUITE 114
ST. AUGUSTINE, FL 32092
TELEPHONE: 407-841-5524
EMAIL: ETORRES@GMSNF.COM**

Auditor: J.W. Gaines

**District: Pine Ridge Plantation
CDD**

By: _____



By: _____

Title: Director

Title: _____

Date: May 27, 2021

Date: _____

TENTH ORDER OF BUSINESS

RESOLUTION 2021-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ACTION OF THE DISTRICT MANAGER IN RE-SETTING THE DATE OF THE PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2021/2022; AMENDING RESOLUTION 2021-05 TO RESET THE HEARING THEREON; 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, being situated entirely within Clay County; and

WHEREAS, on May 24, 2021, at a duly noticed public meeting, the District's Board of Supervisors ("Board") adopted Resolution 2021-05, approving the proposed budget for Fiscal Year 2021/2022 and setting a public hearing on the proposed budget for July 20, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068; and

WHEREAS, because the selected date would occur sooner than 60 days from the date that the budget was provided to Clay County, the District Manager rescheduled the date of the public hearing to July 26, 2021 at the same time location as set forth in Resolution 2021-05, and the District Manager has caused the notice of the public hearing, with the new date to be published in a newspaper of general circulation in Clay County, Florida, consistent with the requirements of Chapter 190, Florida Statutes; and

WHEREAS, the Board desires to ratify the District Manager's action in re-setting the public hearing.

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

SECTION 1. RATIFICATION OF PUBLIC HEARING DATE RESET. The actions of the Board in resetting the public hearing and the District Secretary in publishing the notice of public hearing are hereby ratified. Resolution 2021-05 is hereby amended to reflect that the public hearing as declared in Resolution 2021-05 is re-set to July 26, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068.

SECTION 2. RESOLUTION 2021-05 OTHERWISE REMAINS IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2021-05 continue in full force and effect.

SECTION 3. 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.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 26th day of July, 2021.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____

Its: _____

ELEVENTH ORDER OF BUSINESS

***Approved Budget
Fiscal Year 2022***

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

July 26, 2021



Pine Ridge Plantation Community Development District

TABLE OF CONTENTS

<i>Summary Revenues and Expenditures</i>	<i>Page 1-2</i>
<i>Narrative - Administrative and Maintenance</i>	<i>Page 3-10</i>
<i>2020 A1 and A2 Debt Service Fund</i>	<i>Page 11-13</i>
<i>Capital Reserve</i>	<i>Page 14</i>

Pine Ridge Plantation

Community Development District

General Fund

Description	Adopted Budget FY2021	Actual YTD As of 6/30/2021	Projected Next 3 Months	Projected Thru 9/30/21	Approved Budget FY2022
Revenues					
Assessments	\$538,283	\$540,214	\$0	\$540,214	\$538,283
Misc. Income/Facility Rental	\$3,000	\$6,300	\$900	\$7,200	\$3,000
Interest Earned	\$5,000	\$652	\$114	\$766	\$600
Carry Forward Surplus	\$30,511	\$0	\$20,615	\$20,615	\$43,187
Total Revenues	\$576,794	\$547,166	\$21,629	\$568,795	\$585,070
Expenditures					
Administrative					
Supervisors Fees & FICA	\$10,334	\$6,459	\$2,153	\$8,612	\$10,334
Engineering	\$7,000	\$245	\$6,755	\$7,000	\$7,000
Attorney	\$20,000	\$4,947	\$15,053	\$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	\$3,750	\$1,250	\$5,000	\$5,000
Management Fees	\$44,290	\$33,217	\$11,072	\$44,290	\$46,505
Information Technology	\$1,000	\$750	\$250	\$1,000	\$1,200
Telephone	\$350	\$181	\$169	\$350	\$350
Postage	\$1,000	\$407	\$60	\$467	\$1,000
Printing & Binding	\$1,200	\$624	\$576	\$1,200	\$1,200
Insurance	\$8,390	\$8,009	\$0	\$8,009	\$8,810
Legal Advertising	\$2,500	\$684	\$1,816	\$2,500	\$2,500
Other Current Charges	\$600	\$155	\$220	\$375	\$600
Website Maintenance	\$1,200	\$900	\$300	\$1,200	\$1,200
Office Supplies	\$300	\$86	\$30	\$116	\$300
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Administrative Expenses	\$118,899	\$65,850	\$50,004	\$115,854	\$121,734
Amenity Center					
Insurance	\$9,911	\$9,911	\$0	\$9,911	\$10,902
General Facility Maintenance	\$15,000	\$8,365	\$6,635	\$15,000	\$15,000
Repairs & Replacements	\$15,000	\$12,697	\$2,303	\$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	\$33	\$667	\$700	\$700
Other Current Charges	\$250	\$0	\$0	\$0	\$250
Permit Fees	\$250	\$0	\$250	\$250	\$250
Contingency	\$5,000	\$459	\$1,000	\$1,459	\$5,000
Special Events	\$12,000	\$10,536	\$1,464	\$12,000	\$12,000
Refuse Service	\$6,816	\$5,248	\$1,800	\$7,048	\$7,200
Security	\$10,000	\$3,766	\$2,234	\$6,000	\$10,000
Gate Monitor	\$5,700	\$0	\$2,850	\$2,850	\$6,146

Pine Ridge Plantation

Community Development District

General Fund

Description	Adopted Budget FY2021	Actual YTD As of 6/30/2021	Projected Next 3 Months	Projected Thru 9/30/21	Approved Budget FY2022
<u>Utilities</u>					
Water & Sewer	\$3,700	\$2,695	\$915	\$3,610	\$4,500
Electric	\$23,000	\$13,885	\$5,785	\$19,670	\$23,000
Cable/Phone/Internet	\$3,300	\$2,674	\$930	\$3,604	\$3,720
<u>Management Contracts</u>					
Amenity Management	\$54,549	\$40,912	\$13,637	\$54,549	\$57,277
Facility Assistant	\$18,561	\$3,788	\$4,800	\$8,588	\$19,489
Field Management Services	\$21,321	\$15,991	\$5,330	\$21,321	\$22,388
Lifeguards	\$16,500	\$7,315	\$9,185	\$16,500	\$17,790
Pool Maintenance	\$12,500	\$9,375	\$3,125	\$12,500	\$12,500
Pool Chemicals	\$12,306	\$9,230	\$3,077	\$12,306	\$12,306
Janitorial Service	\$7,740	\$5,805	\$1,935	\$7,740	\$8,127
Janitorial Supplies	\$3,200	\$1,268	\$1,932	\$3,200	\$3,200
Amenity Center Expenses	\$258,029	\$165,851	\$69,853	\$235,704	\$267,470
<u>Grounds Maintenance</u>					
Landscape Maintenance	\$100,000	\$73,377	\$26,623	\$100,000	\$100,000
Lake Maintenance	\$9,300	\$6,830	\$2,310	\$9,140	\$9,300
Electric	\$2,500	\$1,103	\$500	\$1,603	\$2,500
Water	\$39,000	\$11,442	\$4,800	\$16,242	\$35,000
Repairs and Maintenance	\$20,000	\$12,435	\$5,565	\$18,000	\$20,000
Contingencies	\$4,451	\$919	\$3,532	\$4,451	\$4,451
Grounds Maintenance Expenses	\$175,251	\$106,106	\$43,330	\$149,436	\$171,251
Capital Reserve	\$24,614	\$24,614	\$0	\$24,614	\$24,614
Total Expenses	\$576,794	\$362,421	\$163,187	\$525,608	\$585,070
EXCESS REVENUES/(EXPENSES)	\$0	\$184,746	(\$141,558)	\$43,187	\$0

	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 **	<u>\$538,283</u>	<u>\$538,283</u>

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.

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.

Vendor	Monthly	Annual
Riverside Management Services	\$4,773	\$57,277

Facility Assistant

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

Vendor	Monthly	Annual
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.

Account #	Service Address	Monthly	Annual
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.

Account #	Service Address	Monthly	Annual
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.

Vendor	Monthly	Annual
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.

Vendor	Monthly	Annual
Riverside Management Services	\$1,042	\$12,500

Pool Chemicals

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

Vendor	Monthly	Annual
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.

Vendor	Monthly	Annual
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.

Vendor	Monthly	Annual
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.

Vendor	Monthly	Annual
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.

Vendor	Monthly	Annual
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.

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

Electric

The District currently has the following accounts with Clay Electric.

Account #	Service Address	Monthly	Average
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
		\$185	\$2,500

Water

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

Account #	Service Address	Monthly	Average
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 Irrigation	\$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
			\$35,000

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 6/30/2021	Projected Next 3 Months	Projected Thru 9/30/21	Approved Budget FY2022
Revenues					
Assessments - Tax Roll	\$933,481	\$929,895	\$0	\$929,895	\$926,572
Interest Income	\$3,000	\$40	\$7	\$47	\$50
Fund Balance	\$459,194	\$40,564	\$0	\$40,564	\$175,191
Total Revenues	\$1,395,676	\$970,499	\$7	\$970,506	\$1,101,813
Expenditures					
Series 2006A/2020A					
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
Series 2020A1					
Interest 11/1	\$0	\$28,866	\$0	\$28,866	\$114,010
Interest 51	\$0	\$120,835	\$0	\$120,835	\$114,010
Principal 5/1	\$0	\$455,000	\$0	\$455,000	\$470,000
Series 2020A1					
Interest 11/1	\$0	\$11,688	\$0	\$11,688	\$47,139
Interest 51	\$0	\$48,926	\$0	\$48,926	\$47,139
Principal 5/1	\$0	\$130,000	\$0	\$130,000	\$135,000
Total Expenses	\$934,310	\$795,315	\$0	\$795,315	\$927,298
EXCESS REVENUES / (EXPENDITURES)	\$461,366	\$175,184	\$7	\$175,191	\$174,515

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

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

<i>DATE</i>	<i>BALANCE</i>	<i>RATE</i>	<i>PRINCIPAL</i>	<i>INTEREST</i>	<i>TOTAL</i>
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
			\$ 9,090,000.00	\$ 2,086,430.00	\$ 11,752,265.00

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

Series 2020 A-2 Capital Improvement Revenue Refunding Bond Combined

<i>DATE</i>	<i>BALANCE</i>	<i>RATE</i>	<i>PRINCIPAL</i>	<i>INTEREST</i>	<i>TOTAL</i>
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
			\$ 2,760,000.00	\$ 915,347.50	\$ 3,854,273.75

Pine Ridge Plantation

Community Development District

Capital Reserve

Description	Adopted Budget FY2021	Actual YTD As of 6/30/2021	Projected Next 3 Months	Projected Thru 9/30/21	Approved Budget FY2022
Revenues					
Capital Reserve - Transfer In	\$24,614	\$24,614	\$0	\$24,614	\$24,614
Interest	\$0	\$247	\$45	\$292	\$250
Carry Forward Surplus	\$334,863	\$327,282	\$0	\$327,282	\$341,577
Total Revenues	\$359,477	\$352,143	\$45	\$352,188	\$366,441
Expenditures					
Capital Outlay	\$20,000	\$0	\$5,000	\$5,000	\$20,000
Culture/Recreation	\$20,001	\$5,611	\$0	\$5,611	\$20,000
Total Expenses	\$40,001	\$5,611	\$5,000	\$10,611	\$40,000
EXCESS REVENUES / (EXPENDITURES)	\$319,476	\$346,532	(\$4,955)	\$341,577	\$326,441

A.

RESOLUTION 2021-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; 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 established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Clay County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Pine Ridge Plantation Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit "B,"** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 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.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 26th day of July, 2021.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

Exhibit B: Assessment Roll

B.

RESOLUTION 2021-09

THE ANNUAL APPROPRIATION RESOLUTION OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2021, submitted to the Board of Supervisors (“**Board**”) of the Pine Ridge Plantation Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes ("Adopted Budget")*, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Pine Ridge Plantation Community Development District for the Fiscal Year Ending September 30, 2022."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2021/2022, the sum of \$_____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND – SERIES 2020A1	\$_____
DEBT SERVICE FUND – SERIES 2020A2	\$_____
CAPITAL RESERVE	\$_____
TOTAL ALL FUNDS	\$_____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2021/2022 or within 60 days following the end of the Fiscal Year 2021/2022 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.

- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 26th DAY OF JULY, 2021.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2022 Budget

TWELFTH ORDER OF BUSINESS

B.

NOTICE OF MEETINGS
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Pine Ridge Plantation Community Development District will hold their regularly scheduled public meetings for Fiscal Year **2022** at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068, at **6:00** p.m. on the third Tuesday of each month listed as follows:

November 16, 2021
January 18, 2022
March 15, 2022
May 17, 2022
July 19, 2022
September 20, 2022

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least forty-eight (48) hours 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 the 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

C.

1.

WORK AUTHORIZATION NO. 23

**PINERIDGE COMMUNITY DEVELOPMENT DISTRICT
MASTER INFRASTRUCTURE IMPROVEMENTS
AMENITY CENTER ENHANCEMENT
(POOL ADDITION)**

**2020 BOND SERIES
(21-234)**

Scope of Work

England-Thims & Miller, Inc. shall provide consulting engineering services associated with the Improvement Plan for the Pineridge Community Development District. Consulting services shall include site engineering design and environmental permitting for the enhancement of the amenity center including tennis/pickleball/basketball court and waterpark expansion.

I. TASK ONE – TOPOGRAPHIC SURVEY UPDATE

England-Thims & Miller, Inc. proposes to update the topographic survey for the proposed location of the storage building and Jr. Olympic pool.

LUMP SUM FEE\$4,800.00

II. TASK TWO – CLAY COUNTY DEVELOPMENT REVIEW COMMITTEE

England-Thims & Miller, Inc. proposes to finalize site plan and prepare a preliminary engineering package for the Clay County Development Review Committee (DRC), provide representation of the Owner at associated DRC meeting(s).

LUMP SUM FEE.....\$3,500.00

III. TASK THREE – CONSTRUCTION DOCUMENTS

England-Thims & Miller, Inc. will prepare final construction document for grading and drainage design in accordance with Clay County and JEA Standards and Specifications including:

1. Geometry Plan
2. Grading and Drainage Details
3. Stormwater Collection System Design
4. Coordination with Architect for specific site issues
5. Erosion and Sediment Control
6. Water and Sewer Details
- 7.
8. Finished Floor/Deck Elevation Determination
9. Access Design

LUMP SUM FEE.....\$26,100.00

IV. TASK FOUR – REGULATORY PERMITTING

1. Clay County DRC Engineering Review

Lump Sum Fee.....\$3,500.00

2. CCUA Water and Sewer Review

Lump Sum Fee.....\$3,000.00

3. St. Johns River Water Management District E.R.P. Permit Modification including Environmental Subconsultant portion

Lump Sum Fee.....\$5,000.00

V. TASK FIVE – LANDSCAPE AND IRRIGATION DESIGN

This task includes the preparation and submittal of the landscape and irrigation plans as required for site clearing permit approval including:

- **Landscape Design**

1. Coordination meeting to discuss project and budget
2. Site visit to review existing conditions
3. Tree protection and mitigation plan
4. Landscape Plan (Plant schedules, Details and Specifications)
5. Opinion of Probable Cost

- **Irrigation Design**

1. Irrigation Plan
2. Watering Schedule
3. Irrigation Plan Details and Specifications

LUMP SUM FEE.....\$7,500.00

VI. TASK SIX – EXPENSES

Expenses shall be invoiced in accordance with previously approved General Consulting Services Contract and District Policy.

BUDGET AMOUNT.....\$5,000.00

Items not Included

<ul style="list-style-type: none">• Soils Investigation• Material Testing• Construction Stakeout• Permit Application Fees• Tree Survey• Wetland Determination• Lighting Design	<ul style="list-style-type: none">• Contract Administration• Wetland Mitigation Plan• As-built Surveys• Septic Tank Design• Off Site Utilities• Legal Description and Sketch• Water Well and Pump Design
--	--

Note: Separate proposal will be submitted for contract administration for the construction phase of this project.

Time of Performance

Services rendered will commence upon District approval and will be completed on or before _____, 2021.

Approval

Submitted by: 
England-Thims & Miller, Inc.

Date: _____

Approved by: _____
Pineridge Community Development District

Date: _____

2.

FORM OF REQUISITION FOR SERIES 2020 PROJECT

The undersigned, an Authorized Officer of Pine Ridge Plantation Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, as successor in trust to SunTrust Bank, Orlando, Florida, as trustee (the "Trustee"), dated as of September 1, 2006 (the "Master Indenture"), as supplemented by the Second Supplemental Trust Indenture from the District to the Trustee, dated as of September 1, 2020 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 2

(B) Name of Payee: Hopping Green & Sams, P.A.
119 S. Monroe Street, Ste 300
Tallahassee, FL 32314

(C) Amount Payable: \$ 494.00

(D) 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): Professional Services related to project construction – Invoice 122679

(E) Fund or Account and subaccount, if any, from which disbursement to be made:

The undersigned hereby certifies that:

☒ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2020A Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2020 Project and each represents a Cost of the Series 2020 Project, and has not previously been paid out of such Account;

OR

☐ this requisition is for costs of issuance payable from the Series 2020A Costs of Issuance Account that has not previously been paid out of such Account.

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.

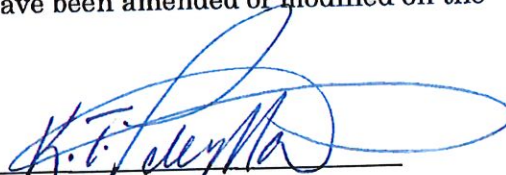
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

By: 
Authorized Officer

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

If this requisition is for a disbursement from other than the Series 2020A Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2020 Project and is consistent with (i) the applicable acquisition or construction contract, (ii) the plans and specifications for the portion of the Series 2020 Project with respect to which such disbursement is being made, and (iii) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.


Consulting Engineer

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

April 30, 2021

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

Bill Number 122679
Billed through 03/31/2021

Project Construction

PRIDGE 00103 WSH

FOR PROFESSIONAL SERVICES RENDERED

03/08/21	WSH	Prepare resolution approving RFP.	0.70 hrs
03/17/21	WSH	Prepare work authorization for Basham and Lucas.	0.40 hrs
03/18/21	WSH	Finalize Work Authorization for Basham & Lucas; review and revise auditor response letter.	0.50 hrs
03/31/21	WSH	Review requisition documents.	0.30 hrs
Total fees for this matter			\$494.00

MATTER SUMMARY

Haber, Wesley S.	1.90 hrs	260 /hr	\$494.00
TOTAL FEES			\$494.00
TOTAL CHARGES FOR THIS MATTER			<u>\$494.00</u>

BILLING SUMMARY

Haber, Wesley S.	1.90 hrs	260 /hr	\$494.00
TOTAL FEES			\$494.00
TOTAL CHARGES FOR THIS BILL			<u>\$494.00</u>

Please include the bill number with your payment.

FORM OF REQUISITION FOR SERIES 2020 PROJECT

The undersigned, an Authorized Officer of Pine Ridge Plantation Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, as successor in trust to SunTrust Bank, Orlando, Florida, as trustee (the "Trustee"), dated as of September 1, 2006 (the "Master Indenture"), as supplemented by the Second Supplemental Trust Indenture from the District to the Trustee, dated as of September 1, 2020 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 3

(B) Name of Payee: Basham & Lucas Design Group, Inc.
7645 Gate Parkway, Suite 101
Jacksonville, FL 32256

(C) Amount Payable: \$ 6,800.00

(D) 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): Amenity Area Enhancement & Design Services – Invoice 8145

(E) Fund or Account and subaccount, if any, from which disbursement to be made:

The undersigned hereby certifies that:

☒ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2020A Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2020 Project and each represents a Cost of the Series 2020 Project, and has not previously been paid out of such Account;

OR

☐ this requisition is for costs of issuance payable from the Series 2020A Costs of Issuance Account that has not previously been paid out of such Account.

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.

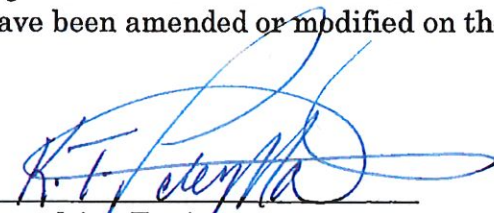
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

By: 
Authorized Officer

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

If this requisition is for a disbursement from other than the Series 2020A Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2020 Project and is consistent with (i) the applicable acquisition or construction contract, (ii) the plans and specifications for the portion of the Series 2020 Project with respect to which such disbursement is being made, and (iii) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.


Consulting Engineer



www.bashamlucas.com

DATE	INVOICE #
4/1/2021	8415

Pine Ridge Plantation CDD
Ernesto Torres
c/o Governmental Management Services, LLC
475 W. Town Place, Suite 114
St. Augustine, FL 32092

[illegible]

D.

1.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-509-6445

Date: July 26, 2021
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager &
Thomas Chewning, Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- Junction box located along walking path near the playground was leveled to prevent damage
- Kids/activity room in the clubhouse was painted as well as the small seating/countertop area
- Four new swing seats were purchased and installed at the playground
- Graffiti was removed from the utility box located at the Oak Moss Pond
- GFI outlets in the clubhouse restrooms as well as the pool side have been updated to white
- Bike rack in front of amenity center was repainted
- Three new dog waste stations were installed throughout the community
- American Electrical was contacted to fix an issue with 5 of our walking path light poles
- New fence along Tynes Blvd was installed on July 15th

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 July, August, September =
- Total number of current nonresident memberships = 3
- Yoga class was held on Thursday, June 3rd
- New tables and chairs were purchased for the kid's activity room in the clubhouse
- New flag was purchased for flag pole in front of the amenity center
- Several new clocks were purchased for the fitness center and pool area
- Fitness Pro was out on July 9th for the quarterly maintenance check of all fitness equipment
- El Agave Azul was at the amenity center on June 9th from 5 to 8 p.m.
- Frozen Sweets Truck was at the amenity center from 3:30 to 6:30 p.m. on June 13th
- Brochachos Fusion Tacos was scheduled to be at the amenity center on June 23th but ultimately decided to cancel due to the rainy weather
- Halo-Halong Sangkap Pinoy Eats was at the amenity on June 27th from 2 to 5 p.m. and July 20th from 5 to 8 p.m.
- We had a surprise visit from 9 Bars Coffee on July 8th. They were at the amenity center from 5 to 8 p.m.
- Halo-Halong Sangkap Pinoy Eats was at the amenity center on July 10th from 2 to 5 p.m.
- Chubby Burgers was scheduled to be at the amenity center on July 14th from 5 to 8 p.m. They were unable to make it due to a booking mix up but I am working to get them rescheduled for another date
- Hibashi Party was at the amenity center on July 15th from 5 to 8 p.m. They are scheduled to return on August 19th and September 23rd
- Twisting Roots is scheduled to be at the amenity center on August 5th from 5 to 8 p.m.
- Bright Light Catering is scheduled to be at the amenity center on August 11th and 30th and again on September 13th from 5 to 8 p.m.
- Food Addictz on the Run is scheduled to be at the amenity center from 5 to 8 p.m. on August 12th, September 16th and October 21st

- San Marco Chz Fry Co is scheduled to be at the amenity center on August 17th and September 21st from 5 to 8 p.m.
- Abstrakt Filipino Essence and Halo-Halong Sangkap Pinoy Eats are both scheduled to be at the amenity center on August 25th and September 22nd from 5 to 8 p.m.
- Jackpot Vending continues to stock and services the snack machine
- North Florida Vending continues to stock and service the soda machine

2.



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:entry sign

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.

- >pressure wash both knee wall entry signs as needed
- >skim coat stucco over the syrofoam entry knee wall caps on both entry walls to match the existing texture as close as possible
- >caulk the crack in the stucco walls as needed
- >paint the knee walls at the entry using Sherwin williams loxon paint -color by management
- >clean up job site
- *does not include painting /repairing any wood structure on the entry signs
- *any work wanted outside the scope of work above will be shown to proper authority before pricing
- *all landscaping cut back by others before job starts

Total Price \$5,720.00

**Proposal Signed by _____ Printed
Name _____**

Thank you for your consideration

Scott Haines -C 904.402.6561

3.

ESTIMATE



Pine Ridge
4200 Pine Ridge Plantation
Middleburg, Florida 32068
(919) 395-2124

Elite Power Washing Services, LLC

4 Llowick Ct
Palm Coast, FL 32164

Phone: (386) 631-4610

Email: elite.powerwashing@aol.com

Estimate #

000339

Date

05/18/2021

Description	Total
Soft wash metal roof/Restoration Service	\$4,975.46
Metal roof unsuccessfully cleaned by other cleaning service provider. A low pressure roof wash will be conducted on a 10,154 square feet metal roof, oxidation removal will be conducted on same roof.	
Restoration/cleaning is .49 cents a square foot.	
Lift rental	\$299.04
<hr/>	
Subtotal	\$5,274.50
Total	\$5,274.50

Notes:

(2) Days will be required to properly clean and remove all oxidation. Elite Power Washing Services will start job at sunrise, and professionally work around all guests of the H.O.A.



ESTIMATE	#1014
ESTIMATE DATE	Jul 12, 2021
SCHEDULED DATE	Mon Jul 12, 2021
	1:00pm
TOTAL	\$2,334.70

Pine Ridge community amenity center Maria
4200 Pine Ridge Parkway
Middleburg, FL 32068

(904) 572-8107
Mariasimmons37@gmail.com

CONTACT US

6905 Madrid Ave
Jacksonville, FL 32217

(904) 723-0039
karen@insideoutww.com

ESTIMATE

Services	qty	unit price	amount
Roof cleaning - Roof cleaning	10298.0	\$0.15	\$1,544.70
Safely clean grime and debris from your roof. Improves the look of your home and the life of your roof.			
Blow all debris off roof.			
Use our 12volt pump system to coat the roof with a chlorine and apple wash solution.			
Use a foamer to coat all plant life with agent halt to neutralize the chlorine that drips from edge of roof.			
Spray all plants with water, cover with tyvek, spray with water again once done.			
Include Restoring One Section	1.0	\$790.00	\$790.00
Because the roof is oxidized and the previous cleaner used high pressure, which left some areas clean, we will need to restore one side from the picture I received			
Subtotal			\$2,334.70
Total			\$2,334.70

4.

AMERICAN ELECTRICAL

Contracting, Inc.



5065 St. Augustine Road, Suite 3, Jacksonville, FL 32207
Office (904) 737-7770 • Fax (904) 737-1099
EC13007311

tcchewning@rmsnf.com
904-671-4204

Date: June 15, 2021

To: Tom Chewning
Riverside Management Services
9655 Florida Mining Blvd W
Jacksonville, FL 32257

Project: LED Lighting Upgrade
Pine Ridge Plantation
4200 Pine Ridge Parkway
Middleburg, FL 32068

-PROPOSAL-

American Electrical Contracting, Inc. proposes to furnish all labor and materials to complete the following scope of work:

LED Lighting Upgrade:

1. Exercise Room - Provide and install (8) new 6" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist.
2. Office/Hallway - Provide and install (10) new 6" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist.
3. Restrooms - Provide and install (23) new 6" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist. Provide and install (5) new 8" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist.
4. Clubhouse - Provide and install (23) new 6" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist. Provide and install (12) new 8" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist.
5. Exterior/Under Outdoor Canopy - Provide and install (1) new 6" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist. Provide and install (5) new 8" color-selectable wafer-style LED Slim Fit Recessed Downlights, one-for-one, where fluorescent can lights currently exist.
6. No new lighting circuits included.
7. No drywall patching or painting included.
8. Disposal of old lamps/ballasts/fixtures included.

TOTAL QUOTATION: \$7,290.00

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL

Note:

- To the extent that additional work is performed, or materials delivered at the Owner's request which is not the subject of a signed change order, American Electrical shall be entitled to recover the costs thereof, plus 25%.
- Customer/Owner agrees to have any and all inspections, that may be required, completed within 180 days of commencement. Customer/Owner understands and agrees to pay a \$25.00 re-inspection fee on day 181. This fee will also be assessed every 180 days thereafter, indefinitely. If a collection agent is required to collect this fee, customer/owner agrees to pay all collection costs incurred, in addition to the outstanding fee.

June 15, 2021

- Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the base contract.
- The onsite representative for the customer or contractor is deemed to be authorized to request and approve extras and alterations to scope of work and payment by the customer or contractor for said work.
- **American Electrical Contracting, Inc. may withdraw this proposal if not accepted within 15 days.**
- American Electrical Contracting, Inc. shall have the right to stop work for nonpayment within terms upon 10 days written notification.
- Customer agrees to pay the cost of collection, including all collection, bankruptcy and appellate attorney's fees, court cost and filing fees, upon customer's default of contract.
- Labor warranty covers one year on original installation.
- Warranty and warranty claims shall be invalid unless all work, both contract and change orders, have been paid in full.
- Materials warranty is by the manufacture of the product. Lamps and bulbs are warranted for 30 days.
- Any payment not paid by the 10th day will be subject to an interest rate, which is equal to the maximum allowed by Florida statute.
- **The payment terms of the company are PAYMENT DUE UPON SERVICE RENDERED. Interest in the maximum amount permitted by law will be charged on overdue amounts and any judgements obtained. We accept all major credit cards, checks and cash. Non-payment will cause American Electrical Contracting, Inc. to commence legal action to collect monies due. Customer will also be liable for all attorney fees, collection costs, filing fees and court costs. If payment is not received within 60 DAYS of invoice date, customer authorizes and acknowledges AEC to enforce non-payment of work completed by placing a lien on owner's property for the value of materials, labor, and work provided on all delinquent accounts under Florida Statutes § 713.02 and § 713.06.**

The prices and conditions above are satisfactory and are hereby accepted. American Electrical Contracting, Inc. is authorized to perform the work as proposed.

Authorizing Signature

Date

Ryan Piersall
American Electrical
Contracting, Inc.

5.



Pine Ridge Plantation HOA

Quantities, Exclusions and Specific Details

- Provide all labor and materials to properly prepare, prime and paint all previously painted exterior surfaces at the Clubhouse.
- Provide all Sherwin Williams Conditioner Primer and Super Paint to be specified in Exterior Paint Specifications.
- Properly prepare all surfaces to be painted. We shall follow existing caulking patterns as needed.
- This Proposal is based on utilizing a color scheme consisting of up to 3 colors to be chosen by management.
- Areas will need to be blocked off due to pedestrian traffic.
- All stained brown wood is not included.
- No wood rot is included and will need to be addressed when lift is available. Will submit change order for any wood rot.
- Clean up and remove all related construction debris.
- Work diligently coordinating with management.
- Estimated time of completion 14 days (weather permitting).
- Provide 1-year labor warranty.
- Manufacturer to provide material warranty.

Exterior Paint Total \$34,995.00

Robertson Pentz

All Weather Contractors

Cell: (904)-962-4122

Email: rpentz@allweathercontractors.com

ACCEPTED BY _____ **DATE** _____

PO NUMBER IF REQUIRED BY YOUR COMPANY _____

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.)

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. This proposal may be withdrawn at any time.



7749 Normandy Blvd.
Suite 145347
Jacksonville, Fl. 32221
Office (904) 781-7060 Fax (904) 619-5011
CGC1523954 CMC1250093 CFC1428601 CCC1329086

Pine Ridge Plantation HOA

4200 Pine Ridge Parkway Middleburg Fl 32068

Attn: Maria Cranford
Re: Exterior Painting

07/07/2021

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.

The work will consist of all preparation, painting, finishing work, clean up and related items necessary to complete work described in the attached specification and as described in the the Quantities / Disclaimer and Pricing Total Page below.

A. Scope of Work –

Without restricting the volume or generality of the above, the work to be performed shall include, but is limited to the following:

1. Properly prepare all exterior surfaces to be painted at clubhouse.
2. Pressure clean all exterior walls with 3500 psi and tsp, bleach mixture.
3. Paint all exterior surfaces that currently have field applied paint only.
4. Clean up and haul off all related construction debris.



B. Materials

1. All materials specified are from **The Sherwin-Williams Company.**
2. All paints shall be delivered to the job site in the original container with the manufacturer's label intact.
3. The paint shall be used and applied per label and data sheet instructions. The material shall not be thinned or modified in any way unless specified herein. Proper surface preparation and condition of surface shall be strictly adhered to. All data sheets on specified materials are available from your local Sherwin-Williams representative or www.paintdocs.com.
4. All paint and sundries at the job site shall be available for inspection at any time upon commencement of the job by Sherwin-Williams or Owner's Representative.

C. Protection of Substrates not to be painted

1. Contractor shall protect his/her work always and shall protect all adjacent work and materials by suitable covering or other methods during progress of work. The contractor will protect all adjacent areas not to be painted by taking appropriate measures. Areas to be protected are windows, brick, surrounding lawn, trees, shrubbery, floor and steps. Upon completion of work, he/she shall remove all paint droppings and over-spray from floors, glass, concrete and other surfaces as needed.

D. Disclaimer

1. Every effort shall be made to properly prepare surfaces. However, we cannot guarantee against rust or inner coat peeling.



ESTIMATE	#941
ESTIMATE DATE	May 21, 2021
SCHEDULED DATE	Fri May 21, 2021
	8:00am
TOTAL	\$10,683.93

Pine Ridge community amenity center Maria
4200 Pine Ridge Parkway
Middleburg, FL 32068

CONTACT US
6905 Madrid Ave
Jacksonville, FL 32217

(904) 572-8107
Mariasimmons37@gmail.com

(904) 723-0039
karen@insideoutww.com

ESTIMATE

Services	Qty	Unit Price	Amount
Low pressure home wash - Soft wash home Spray home with a mix of chlorine and apple wash using low pressure and rinse with low pressure	4791.0	\$0.13	\$622.83
Quote - Exterior painting quote Caulk where needed and paint exterior walls trim and doors using satin super paint from sherwin Williams Colors picked by client All labor and materials included	4791.0	\$2.10	\$10,061.10

Subtotal \$10,683.93

Total **\$10,683.93**

FOURTEENTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on 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. Chewning 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

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 Monday, May 24, 2021 at 6:02 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, HGS
Maria Cranford	Amenity Manager
Mike Lucas	Basham & Lucas
Tom Chewning	Operations Manager

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:02p.m. All committee members were present constituting a quorum.

SECOND ORDER OF BUSINESS

**Review and Ranking of Audit Proposals
Received in Response to the RFP**

Ms. Giles reviewed the ranking of the audit proposals and noted that two proposals were received. The Audit Committee ranked Berger, Toombs, Elam, Gaines with 100 points and Grau & Associates with 98 points. The Board directed staff to draft an engagement letter to the selected company.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Review and Ranking selecting Berger, Toombs, Elam, Gaines with 100 points for the Audit, was approved.

THIRD ORDER OF BUSINESS

Other Business

There was no business.

FOURTH ORDER OF BUSINESS

Adjournment

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

C.

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
June 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>
<u>ASSETS:</u>					
CASH	\$55,067	\$145,997	---	---	\$201,065
INVESTMENTS					
Reserve A-1	---	---	\$173,593	---	\$173,593
Reserve A-2	---	---	\$115,100	---	\$115,100
Revenue A	---	---	\$175,184	---	\$175,184
Construction	---	---	---	\$1,871,969	\$1,871,969
State Board	\$466,018	\$200,534	---	---	\$666,552
US Bank Custody	\$421,753	---	---	---	\$421,753
Prepaid Expnses	\$650	---	---	---	\$650
				</	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/21	ACTUAL THRU 06/30/21	VARIANCE
REVENUES:				
Assessments - Tax Collector	\$538,283	\$538,283	\$540,214	\$1,931
Misc./Facility Rental Income	\$3,000	\$2,250	\$6,300	\$4,050
Interest Income	\$5,000	\$3,750	\$652	(\$3,098)
TOTAL REVENUES	\$546,283	\$544,283	\$547,166	\$2,883
EXPENDITURES:				
ADMINISTRATIVE:				
Supervisors Fees/FICA Taxes	\$10,334	\$7,751	\$6,459	\$1,292
Engineering	\$7,000	\$5,250	\$245	\$5,005
Attorney	\$20,000	\$11,667	\$4,947	\$6,719
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	\$3,750	\$3,750	(\$0)
Management Fees	\$44,290	\$33,218	\$33,217	\$0
Computer Time	\$1,000	\$750	\$750	\$0
Telephone	\$350	\$263	\$181	\$82
Postage	\$1,000	\$750	\$407	\$343
Printing & Binding	\$1,200	\$900	\$624	\$276
Insurance	\$8,390	\$8,390	\$8,009	\$381
Legal Advertising	\$2,500	\$1,875	\$684	\$1,191
Other Current Charges	\$600	\$450	\$155	\$295
Website Domain	\$1,200	\$900	\$900	\$0
Office Supplies	\$300	\$225	\$86	\$139
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
ADMINISTRATIVE EXPENDITURES	\$118,899	\$81,572	\$65,850	\$15,722
GROUPS MAINTENANCE:				
Landscape Maintenance	\$100,000	\$75,000	\$73,377	\$1,623
Lake Maintenance	\$9,300	\$6,975	\$6,830	\$145
Electric	\$2,500	\$1,875	\$1,103	\$772
Water	\$39,000	\$29,250	\$11,442	\$17,808
Repairs And Maintenance	\$20,000	\$15,000	\$12,435	\$2,565
Contingencies	\$4,451	\$3,338	\$919	\$2,419
GROUPS MAINTENANCE EXPENDITURES	\$175,251	\$131,438	\$106,106	\$25,333

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

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

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/21	ACTUAL THRU 06/30/21	VARIANCE
<u>EXPENDITURES:</u>				
<u>AMENITY CENTER</u>				
Insurance	\$9,911	\$9,911	\$9,911	\$0
General Facility Maintenance	\$15,000	\$11,250	\$8,365	\$2,885
Repairs & Replacements	\$15,000	\$11,250	\$12,697	(\$1,447)
Recreational Passes	\$500	\$375	\$1,897	(\$1,522)
Postage	\$100	\$75	\$0	\$75
Printing & Email Marketing	\$125	\$94	\$0	\$94
Office Supplies	\$700	\$525	\$33	\$492
Other Current Charges	\$250	\$188	\$0	\$188
Permit Fees	\$250	\$0	\$0	\$0
Contingency	\$5,000	\$3,750	\$459	\$3,291
Special Events	\$12,000	\$10,536	\$10,536	\$0
Refuse Service	\$6,816	\$5,112	\$5,248	(\$136)
Security	\$10,000	\$7,500	\$3,766	\$3,734
Gate Monitor	\$5,700	\$4,275	\$0	\$4,275
<u>Utilities</u>				
Water & Sewer	\$3,700	\$2,775	\$2,695	\$80
Electric	\$23,000	\$17,250	\$13,885	\$3,365
Cable/Phone/Internet	\$3,300	\$2,475	\$2,674	(\$199)
<u>Management Contracts</u>				
Amenity Management	\$54,549	\$40,912	\$40,912	\$0
Facility Assistant	\$18,561	\$13,921	\$3,788	\$10,133
Field Management Services	\$21,321	\$15,991	\$15,991	\$0
Lifeguards	\$16,500	\$7,315	\$7,315	\$0
Pool Maintenance	\$12,500	\$9,375	\$9,375	(\$0)
Pool Chemicals	\$12,306	\$9,230	\$9,230	\$0
Janitorial	\$7,740	\$5,805	\$5,805	\$0
Janitorial Supplies	\$3,200	\$2,400	\$1,268	\$1,132
AMENITY CENTER EXPENDITURES	\$258,029	\$192,288	\$165,851	\$26,438
<u>OTHER FINANCIAL SOURCES/(USES)</u>				
Capital Projects - Transfer Out	\$24,614	\$24,614	\$24,614	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$24,614	\$24,614	\$24,614	\$0
TOTAL EXPENDITURES	\$576,794	\$429,913	\$362,421	\$67,493
EXCESS REVENUES (EXPENDITURES)	(\$30,511)		\$184,746	
FUND BALANCE - Beginning	\$30,511		\$741,924	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$926,670</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	\$841	\$4,837	\$0	\$0	\$0	\$540,214
Interest Income	\$5,000	\$148	\$108	\$83	\$70	\$56	\$55	\$49	\$46	\$39	\$0	\$0	\$0	\$652
Misc./Facility Rental Income	\$3,000	\$300	\$225	\$225	\$825	\$0	\$300	\$625	\$2,975	\$825	\$0	\$0	\$0	\$6,300
TOTAL REVENUES	\$546,283	\$448	\$14,327	\$435,523	\$79,883	\$2,194	\$1,170	\$4,060	\$3,862	\$5,700	\$0	\$0	\$0	\$547,166

EXPENDITURES:

ADMINISTRATIVE:

Supervisors Fees/FICA Taxes	\$10,334	\$0	\$1,077	\$1,077	\$1,077	\$1,077	\$1,077	\$0	\$1,077	\$0	\$0	\$0	\$0	\$6,459
Engineering	\$7,000	\$0	\$0	\$0	\$0	\$0	\$123	\$0	\$0	\$123	\$0	\$0	\$0	\$245
Arbitrage	\$1,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$0	\$0	\$0	\$3,750
Assessment Roll	\$5,260	\$5,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,260
Attorney	\$20,000	\$152	\$943	\$435	\$572	\$624	\$976	\$1,246	\$0	\$0	\$0	\$0	\$0	\$4,947
Annual Audit	\$3,100	\$0	\$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	\$0
Management Fees	\$44,290	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$0	\$0	\$0	\$33,217
Computer Time	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$0	\$0	\$0	\$750
Telephone	\$350	\$0	\$0	\$0	\$48	\$33	\$53	\$23	\$23	\$0	\$0	\$0	\$0	\$181
Postage	\$1,000	\$10	\$143	\$18	\$151	\$6	\$15	\$33	\$11	\$20	\$0	\$0	\$0	\$407
Printing & Binding	\$1,200	\$146	\$6	\$160	\$33	\$55	\$43	\$31	\$14	\$137	\$0	\$0	\$0	\$624
Insurance	\$8,390	\$8,009	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,009
Legal Advertising	\$2,500	\$109	\$110	\$46	\$46	\$0	\$103	\$169	\$101	\$0	\$0	\$0	\$0	\$684
Other Current Charges	\$600	\$15	\$0	\$112	\$13	\$0	\$0	\$15	\$0	\$0	\$0	\$0	\$0	\$155
Website Domain	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$900
Office Supplies	\$300	\$11	\$0	\$62	\$0	\$10	\$1	\$0	\$1	\$1	\$0	\$0	\$0	\$86
Dues, Licenses & Subscriptions	\$175	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
ADMINISTRATIVE EXPENDITURES	\$118,899	\$18,002	\$6,744	\$6,201	\$6,230	\$6,095	\$6,681	\$5,808	\$5,517	\$4,571	\$0	\$0	\$0	\$65,850

GROUNDS MAINTENANCE:

Landscape Maintenance	\$100,000	\$14,243	\$7,560	\$7,160	\$7,259	\$7,661	\$7,160	\$7,482	\$7,324	\$7,527	\$0	\$0	\$0	\$73,377
Lake Maintenance	\$9,300	\$670	\$770	\$770	\$770	\$770	\$770	\$770	\$770	\$770	\$0	\$0	\$0	\$6,830
Electric	\$2,500	\$134	\$135	\$111	\$113	\$109	\$110	\$125	\$133	\$133	\$0	\$0	\$0	\$1,103
Water	\$39,000	\$1,342	\$1,561	\$1,521	\$1,121	\$1,073	\$1,028	\$1,105	\$1,260	\$1,429	\$0	\$0	\$0	\$11,442
Repairs And Maintenance	\$20,000	\$476	\$877	\$605	\$171	\$3,712	\$1,521	\$541	\$999	\$3,533	\$0	\$0	\$0	\$12,435
Contingencies	\$4,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$919	\$0	\$0	\$0	\$919
GROUNDS MAINTENANCE EXPENDITURES	\$175,251	\$16,865	\$10,903	\$10,167	\$9,434	\$13,325	\$10,589	\$10,023	\$10,486	\$14,312	\$0	\$0	\$0	\$106,106

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
<u>AMENITY CENTER</u>													
Insurance	\$9,911	\$9,911	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,911
General Facility Maintenance	\$15,000	\$706	\$826	\$2,501	\$245	\$857	\$1,195	\$792	\$1,244	\$0	\$0	\$0	\$8,365
Repairs & Replacements	\$15,000	\$2,297	\$901	\$969	\$882	\$3,011	\$1,647	\$1,476	\$266	\$1,248	\$0	\$0	\$12,697
Recreational Passes	\$500	\$0	\$0	\$0	\$0	\$0	\$949	\$948	\$0	\$0	\$0	\$0	\$1,897
Postage	\$100	\$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
Office Supplies	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33	\$0	\$0	\$33
Other Current Charges	\$250	\$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
Contingency	\$5,000	\$0	\$0	\$0	\$0	\$0	\$459	\$0	\$0	\$0	\$0	\$0	\$459
Special Events	\$12,000	\$3,393	\$0	\$2,462	\$0	\$0	\$4,142	\$0	\$0	\$540	\$0	\$0	\$10,536
Refuse Service	\$6,816	\$550	\$550	\$549	\$600	\$603	\$610	\$595	\$595	\$595	\$0	\$0	\$5,248
Security	\$10,000	\$389	\$389	\$389	\$529	\$393	\$393	\$328	\$328	\$628	\$0	\$0	\$3,766
Gate Monitor	\$5,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Utilities</u>													
Water & Sewer	\$3,700	\$298	\$292	\$298	\$292	\$305	\$311	\$304	\$298	\$298	\$0	\$0	\$2,695
Electric	\$23,000	\$1,587	\$1,477	\$1,629	\$1,884	\$1,792	\$1,435	\$1,315	\$1,363	\$1,403	\$0	\$0	\$13,885
Cable/Phone/Internet	\$3,300	\$274	\$274	\$274	\$308	\$308	\$308	\$309	\$309	\$309	\$0	\$0	\$2,674
<u>Management Contracts</u>													
Amenity Management	\$54,549	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$4,546	\$0	\$0	\$40,912
Facility Assistant	\$18,561	\$0	\$0	\$0	\$0	\$0	\$588	\$0	\$1,600	\$1,600	\$0	\$0	\$3,788
Field Management Services	\$21,321	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$1,777	\$0	\$0	\$15,991
Lifeguards	\$16,500	\$0	\$0	\$0	\$0	\$0	\$946	\$0	\$3,084	\$3,285	\$0	\$0	\$7,315
Pool Maintenance	\$12,500	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$0	\$0	\$9,375
Pool Chemicals	\$12,306	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$0	\$0	\$9,230
Janitorial	\$7,740	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$0	\$0	\$5,805
Janitorial Supplies	\$3,200	\$75	\$58	\$99	\$72	\$290	\$0	\$197	\$214	\$262	\$0	\$0	\$1,268
AMENITY CENTER EXPENDITURES	\$258,029	\$28,514	\$13,801	\$18,205	\$13,847	\$16,595	\$21,559	\$15,758	\$18,336	\$19,236	\$0	\$0	\$165,851
TOTAL EXPENDITURES	\$552,180	\$63,381	\$31,449	\$34,573	\$29,512	\$36,015	\$38,829	\$31,589	\$34,339	\$38,119	\$0	\$0	\$337,807
<u>OTHER SOURCES(USES):</u>													
Capital Projects - Transfer Out	\$24,614	\$0	\$0	\$0	\$24,614	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,614
EXCESS REVENUES (EXPENDITURES)	(\$30,511)	(\$62,933)	(\$17,122)	\$400,950	\$74,985	(\$33,821)	(\$37,659)	(\$27,530)	(\$30,478)	(\$32,418)	\$0	\$0	\$184,746

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended June 30, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/21	ACTUAL THRU 06/30/21	VARIANCE
REVENUES:				
Capital Reserve Funding - Transfer In	\$24,614	\$24,614	\$24,614	\$0
Interest	\$0	\$0	\$247	\$247
TOTAL REVENUES	\$24,614	\$24,614	\$24,861	\$247
EXPENDITURES:				
Capital Outlay	\$20,000	\$15,000	\$0	\$15,000
Culture/Recreation	\$20,001	\$15,001	\$5,611	\$9,390
TOTAL EXPENDITURES	\$40,001	\$30,001	\$5,611	\$24,390
EXCESS REVENUES (EXPENDITURES)	(\$15,387)		\$19,250	
FUND BALANCE - Beginning	\$334,863		\$327,282	
FUND BALANCE - Ending	<u>\$319,476</u>		<u>\$346,532</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 June 30, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/21	ACTUAL THRU 06/30/21	VARIANCE
REVENUES:				
Assessments - Tax Roll	\$933,481	\$933,481	\$929,895	(\$3,586)
Interest Income	\$3,000	\$2,250	\$40	(\$2,210)
TOTAL REVENUES	\$936,481	\$935,731	\$929,935	(\$5,796)
EXPENDITURES:				
DS 2006				
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
DS 2020A1				
Interest Expense - 11/1	\$0	\$0	\$28,866	(\$28,866)
Interest Expense - 5/1	\$0	\$0	\$120,835	(\$120,835)
Principal Expense - 5/1	\$0	\$0	\$455,000	(\$455,000)
DS 2020A2				
Interest Expense - 11/1	\$0	\$0	\$11,688	(\$11,688)
Interest Expense - 5/1	\$0	\$0	\$48,926	(\$48,926)
Principal Expense - 5/1	\$0	\$0	\$130,000	(\$130,000)
TOTAL EXPENDITURES	\$934,310	\$277,155	\$795,315	(\$518,160)
OTHER FINANCIAL SOURCES/(USES)				
Other Bond Service Costs	\$0	\$0	\$0	\$0
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$2,171		\$134,620	
FUND BALANCE - Beginning	\$459,194		\$329,257	
FUND BALANCE - Ending	<u>\$461,366</u>		<u>\$463,877</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 June 30, 2021

	ADOPTED BUDGET	PRORATED BUDGET THRU 06/30/21	ACTUAL THRU 06/30/21	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$79	\$79
TOTAL REVENUES	\$0	\$0	\$79	\$79
EXPENDITURES:				
Capital Outlay	\$0	\$0	\$8,394	(\$8,394)
Cost of Issuance	\$0	\$0	\$3,300	(\$3,300)
TOTAL EXPENDITURES	\$0	\$0	\$11,694	(\$11,694)
OTHER FINANCIAL SOURCES/(USES)				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		(\$11,615)	
FUND BALANCE - Beginning	\$0		\$1,883,584	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$1,871,969</u>	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

Long-term Debt Report

Series 2020A1 Capital Improvement Revenue Refunding Bond	
Original Issue Amount:	\$9,545,000
Interest Rate:	2.00% - 3.00%
Maturity Date:	May 1, 2037
Reserve Fund Definition:	25% of Max Annual Debt Service
Reserve Fund Requirement:	\$173,593
Reserve Fund Balance:	\$173,593
 Bonds outstanding - 9/30/20	 \$9,545,000
Less: May 1, 2021 (Mandatory)	(\$455,000)
Current Bonds Outstanding:	\$9,090,000

Series 2020A2 Capital Improvement Revenue Refunding Bond	
Original Issue Amount:	\$2,890,000
Interest Rate:	2.75% - 3.75%
Maturity Date:	May 1, 2037
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$115,100
Reserve Fund Balance:	\$115,100
 Bonds outstanding - 9/30/20	 \$2,890,000
Less: May 1, 2021 (Mandatory)	(\$130,000)
Current Bonds Outstanding:	\$2,760,000

D.

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

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

RECEIVED	BALANCE DUE	SERIES 2020A DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	(5,254.96)	929,895.46	540,214.15	1,470,109.61
TOTAL RECEIPTS	(5,254.96)	929,895.46	540,214.15	1,470,109.61

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2020 DEBT RECEIVED	O&M RECEIVED	TOTAL
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
10	6/5/2021	2,578.33	1,497.85	4,076.18
TAX CERTIFICATES	6/11/2021	5,747.43	3,338.92	9,086.35
		-	-	
		-	-	
		-	-	
TOTAL FY18 TAX ROLL RECEIPTS		929,895.46	540,214.15	1,470,109.61

% TAX ROLL COLLECTED	100.36%	100.36%	100.36%
TOTAL COLLECTED	100.36%	100.36%	100.36%

E.

PINE RIDGE PLANTATION

Community Development District

Check Run Summary - General Fund

5/1/2021 - 6/30/2021

Date	Check Numbers	Amount
<u>General Fund</u>		
5/1/21 - 5/30/21	2813-2840	\$ 51,029.54
6/1/21 - 6/30/21	2841-2858	\$ 30,338.02
		<hr/>
		\$ 81,367.56
<u>Utilities and Autopayments</u>		
May 18, 2021	Waste Management	\$ 595.35
May 18, 2021	SafeTouch	\$ 88.05
May 25, 2021	Comcast	\$ 308.83
May 27, 2021	Clay County Utilities	\$ 1,558.25
June 2, 2021	Clay Electric	\$ 1,496.00
June 15, 2021	Waste Management	\$ 595.35
June 16, 2021	SafeTouch	\$ 88.05
June 25, 2021	Comcast	\$ 308.83
June 28, 2021	Clay County Utilities	\$ 1,727.61
June 30, 2021	Clay Electric	\$ 1,536.00
		<hr/>
	TOTAL UTILITIES PAID ONLINE OR AUTOPAY	\$ 8,302.32
		<hr/>
		\$ 89,669.88

*Fedex invoices available upon request.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/03/21	00104	4/19/21	KSM57FTA 202104 330-57200-49000 APR EMAIL SERVICES	CONSTANT CONTACT, INC.	*	459.00	459.00 002813
5/03/21	00089	4/01/21	8179 202104 320-53800-46200 APR LANDSCAPE MAINTENANCE	DOWN TO EARTH	*	7,160.00	7,160.00 002814
5/03/21	00008	4/09/21	197510 202103 310-51300-31100 MAR PROFESSIONAL SERVICES	ENGLAND-THIMS & MILLER, INC.	*	122.50	122.50 002815
5/03/21	00039	4/07/21	24730 202104 330-57200-46100 4/6 AMENITY-RPLC/REPAIR	FITNESS PRO	*	450.00	450.00 002816
5/03/21	00005	3/30/21	121796 202102 310-51300-31500 FEB GEN COUNSEL/MTHLY MTG	HOPPING GREEN & SAMS	*	624.00	624.00 002817
5/03/21	00106	4/13/21	04132021 202103 330-57200-34500 3/14/21 SECURITY		*	120.00	
		4/13/21	04132021 202103 330-57200-34500 3/27/21 SECURITY		*	60.00	
		4/13/21	04132021 202103 330-57200-34500 3/28/21 SECURITY		*	60.00	
				MATTHEW EDMONSON			240.00 002818
5/03/21	00073	4/21/21	365 202102 320-53800-46000 MAINTENANCE&REPAIR GROUND	RIVERSIDE MANAGEMENT SERVICES INC	*	2,340.00	2,340.00 002819
5/03/21	00073	3/11/21	358 202103 330-57200-46100 FEB REPAIRS/RPLC AMENITY		*	1,241.00	
		3/11/21	358 202103 330-57200-46000 FEB GEN FAC MAINTENANCE		*	857.00	
		3/11/21	358 202103 320-53800-46000 FEB REPAIRS/RPLC FIELD		*	1,372.00	
		3/11/21	358 202103 330-57200-46201 FEB JANITORIAL SUPPLIES		*	160.00	
				RIVERSIDE MANAGEMENT SERVICES INC			3,630.00 002820
5/03/21	00073	4/16/21	364 202103 330-57200-46100 MAR AMENITY REPAIR/RPLC		*	1,169.72	
		4/16/21	364 202103 320-53800-46000 MAR FIELD REPAIRS MAINTEN		*	1,521.00	

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		4/16/21 364	202103 330-57200-46000		*	1,009.93	
		MAR GEN FAC MAINTENANCE					
		4/16/21 364	202103 330-57200-46000		*	185.43	
		JANITORIAL SUPPLIES					
				RIVERSIDE MANAGEMENT SERVICES INC			3,886.08 002821
5/13/21 00080		4/30/21 W1064892	202104 330-57200-49100		*	948.00	
		ACCESS CARDS					
				CONVERGINT TECHNOLOGIES LLC			948.00 002822
5/13/21 00089		4/22/21 INV94563	202104 320-53800-46200		*	175.00	
		APR IRRIGATION MAINTENANC					
				DOWN TO EARTH			175.00 002823
5/13/21 00003		5/01/21 215	202105 310-51300-34000		*	3,690.83	
		MAY MANAGEMENT FEES					
		5/01/21 215	202105 310-51300-49100		*	100.00	
		MAY WEBSITE ADMINISTRATIO					
		5/01/21 215	202105 310-51300-35100		*	83.33	
		MAY INFORMATION TECH					
		5/01/21 215	202105 310-51300-31300		*	416.67	
		MAY DISSEMINATION AGENT					
		5/01/21 215	202105 310-51300-51000		*	.66	
		OFFCIE SUPPLIES					
		5/01/21 215	202105 310-51300-42000		*	11.22	
		POSTAGE					
		5/01/21 215	202105 310-51300-42500		*	13.65	
		COPIES					
		5/01/21 215	202105 310-51300-41000		*	23.09	
		TELEPHONE					
				GOVERNMENTAL MANAGEMENT SERVICES			4,339.45 002824
5/13/21 00054		5/01/21 13129559	202105 330-57200-46500		*	1,025.52	
		MAY POOL CHEMICALS					
				POOLSURE			1,025.52 002825
5/13/21 00073		5/01/21 363	202105 330-57200-46200		*	645.00	
		MAY JANITORIAL SERVICES					
		5/01/21 363	202105 330-57200-46400		*	1,041.75	
		MAY POOL MAINTENANCE SRV					
		5/01/21 363	202105 330-57200-34100		*	4,545.75	
		MAY FACILITY MANAGEMENT					
		5/01/21 363	202105 330-57200-34000		*	1,776.75	
		MAY CONTRACT ADMIN					
				RIVERSIDE MANAGEMENT SERVICES INC			8,009.25 002826

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	7/16/21	PAGE	3
*** CHECK DATES 05/01/2021 - 06/30/2021 ***														
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	AMOUNTCHECK..... AMOUNT #
5/13/21	00171	5/03/21 05032021	202104 300-36900-10100	RES RENTAL REIMB SEC DEP	*	250.00	
				SHAY GOODMAN			250.00 002827
5/13/21	00152	4/23/21 7420274	202104 330-57200-46000	QTRLY PEST CONTROL	*	98.70	
				TURNER PEST CONTROL			98.70 002828
5/25/21	00070	5/17/21 76777	202105 320-53800-46000	PLAYGRND LIGHTS OUT-FIXED	*	349.00	
				BLACK CREEK ELECTRICAL SERVICES			349.00 002829
5/25/21	00069	3/23/21 322672	202104 310-51300-48000	PROPOSAL REQUEST - AUDIT	*	70.00	
				CLAY TODAY			70.00 002830
5/25/21	00089	9/30/20 INV78514	202010 320-53800-46200	L29197 REV.	*	6,500.00	
				DOWN TO EARTH			6,500.00 002831
5/25/21	00089	10/28/20 INV78655	202010 320-53800-46200	IRRIGATION REPAIR	*	503.00	
				DOWN TO EARTH			503.00 002832
5/25/21	00089	2/26/21 INV89904	202102 320-53800-46200	JAN VALVE DROPPING PROPOS	*	501.00	
				DOWN TO EARTH			501.00 002833
5/25/21	00089	4/29/21 INV95367	202104 320-53800-46200	IRRIGATION REPAIRS	*	147.00	
				DOWN TO EARTH			147.00 002834
5/25/21	00089	5/01/21 INV95220	202105 320-53800-46200	MAY LANDSCAPE MAINTENANCE	*	7,160.00	
				DOWN TO EARTH			7,160.00 002835
5/25/21	00039	5/12/21 24954	202105 330-57200-46201	GYM WIPES	*	214.32	
				FITNESS PRO			214.32 002836
5/25/21	00005	3/01/21 121077	202101 310-51300-31500	JAN GENERAL COUNSEL/MTG	*	572.00	
				HOPPING GREEN & SAMS			572.00 002837
5/25/21	00109	5/04/21 S-10763	202105 330-57200-46100	A/C MAINTENANCE	*	265.72	
				HOWARD SERVICES, INC.			265.72 002838

PRP --PINERIDGE-- BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/25/21	00172	5/11/21 05112021	202105 300-36900-10100	MONEY ORDER:19-256898728	*	500.00	
		5/11/21 05112021	202105 300-36900-10100	MONEY ORDER:19-256898729	*	250.00	
				LATOYA BARRETT			750.00 002839
5/25/21	00106	4/12/21 04122021	202104 330-57200-34500		*	120.00	
		04/09/21	SECURITY				
		4/12/21 04122021	202104 330-57200-34500		*	60.00	
		04/23/21	SECURITY				
		4/12/21 04122021	202104 330-57200-34500		*	60.00	
		04/24/21	SECURITY				
				MATTHEW EDMONSON			240.00 002840
6/07/21	00069	5/05/21 324282	202105 310-51300-48000		*	101.00	
			NOTICE OF MEETING 5/24/21				
				CLAY TODAY			101.00 002841
6/07/21	00174	5/26/21 05262021	202105 300-36900-10100		*	75.00	
			REFUND RENTAL FEE				
				ERIN KARAIM			75.00 002842
6/07/21	00003	6/01/21 216	202106 310-51300-34000		*	3,690.83	
			JUNE MANAGEMENT FEES				
		6/01/21 216	202106 310-51300-49100		*	100.00	
			JUNE WEBSITE ADMIN				
		6/01/21 216	202106 310-51300-35100		*	83.33	
			JUNE INFORMATION TECH				
		6/01/21 216	202106 310-51300-31300		*	416.67	
			JUNE DISSEMINATION AGENT				
		6/01/21 216	202106 310-51300-51000		*	.78	
			OFFICE SUPPLIES				
		6/01/21 216	202106 310-51300-42000		*	19.75	
			POSTAGE				
		6/01/21 216	202106 310-51300-42500		*	136.80	
			COPIES				
				GOVERNMENTAL MANAGEMENT SERVICES			4,448.16 002843
6/07/21	00005	4/30/21 122678	202103 310-51300-31500		*	976.00	
			MAR GENERAL COUNSEL				
				HOPPING GREEN & SAMS			976.00 002844
6/07/21	00054	6/01/21 13129559	202106 330-57200-46500		*	1,025.52	
			JUNE POOL CHEMICALS				
				POOLSURE			1,025.52 002845
				PRP --PINERIDGE-- BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
6/07/21	00073	5/19/21 367	202104 330-57200-46100		*	1,026.31	
		APR RPRS& RPLC AMENITY					
		5/19/21 367	202104 330-57200-46000		*	693.22	
		APR GEN FACILITY MAINT					
		5/19/21 367	202104 320-53800-46000		*	541.47	
		APR REPAIRS & MAINT GRNDS					
		5/19/21 367	202104 330-57200-46201		*	197.32	
		APR JANITORIAL SUPPLIES					
				RIVERSIDE MANAGEMENT SERVICES INC			2,458.32 002846
6/07/21	00076	6/01/21 582287	202106 320-53800-46400		*	770.00	
		JUNE LAKE MAINTENANCE					
				THE LAKE DOCTORS INC			770.00 002847
6/14/21	00106	6/08/21 06082021	202105 330-57200-34500		*	120.00	
		5/8/21 SECURITY					
		6/08/21 06082021	202105 330-57200-34500		*	120.00	
		5/21/21 SECURITY					
				MATTHEW EDMONSON			240.00 002848
6/14/21	00073	6/03/21 368	202105 320-53800-46000		*	650.00	
		PRESSURE WASHING SERVICES					
				RIVERSIDE MANAGEMENT SERVICES INC			650.00 002849
6/14/21	00073	6/07/21 369	202105 330-57200-34110		*	1,600.00	
		MAY FACILITY ASSISTANT					
				RIVERSIDE MANAGEMENT SERVICES INC			1,600.00 002850
6/14/21	00073	6/07/21 370	202105 330-57200-34200		*	2,633.12	
		MAY LIFEGUARD SERVICES					
				RIVERSIDE MANAGEMENT SERVICES INC			2,633.12 002851
6/14/21	00073	6/07/21 371	202105 330-57200-34200		*	451.20	
		MAY GATE MONITORS					
				RIVERSIDE MANAGEMENT SERVICES INC			451.20 002852
6/14/21	00073	6/01/21 366	202106 330-57200-46200		*	645.00	
		JUNE JANITORIAL SERVICES					
		6/01/21 366	202106 330-57200-46400		*	1,041.67	
		JUNE POOL MAINTENANCE					
		6/01/21 366	202106 330-57200-34000		*	1,776.75	
		JUNE CONTRACT ADMIN					
		6/01/21 366	202106 330-57200-34100		*	4,545.75	
		JUNE FACILITY MAINTENANCE					
				RIVERSIDE MANAGEMENT SERVICES INC			8,009.17 002853

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/14/21	00073	6/08/21 372	202106 330-57200-60100		*	539.50	
			GRAD RAFFLE GIVEAWAY 6/5				
				RIVERSIDE MANAGEMENT SERVICES INC			539.50 002854
6/23/21	00070	6/16/21 76811	202106 320-53800-46000		*	99.00	
			PLYGRD SDWLK ST. LAMP RPR				
				BLACK CREEK ELECTRICAL SERVICES			99.00 002855
6/23/21	00008	6/07/21 198359	202106 310-51300-31100		*	122.50	
			MAY PROFESSIONAL SERVICES				
				ENGLAND-THIMS & MILLER, INC.			122.50 002856
6/23/21	00073	6/15/21 373	202106 330-57200-46100		*	1,247.53	
			MAY AMENITY RPR RPLC				
		6/15/21 373	202106 330-57200-46000		*	1,243.68	
			MAY GEN FAC MAINTENANCE				
		6/15/21 373	202106 330-57200-51000		*	33.34	
			OFFICE SUPPLIES				
		6/15/21 373	202106 320-53800-46000		*	1,663.23	
			GROUND RPR MAINTENANCE				
		6/15/21 373	202106 330-57200-46201		*	262.48	
			JANITORIAL SUPPLIES				
		6/15/21 373	202106 320-53800-49000		*	919.27	
			GROUND CONTINGENCIES				
				RIVERSIDE MANAGEMENT SERVICES INC			5,369.53 002857
6/23/21	00076	5/01/21 575763	202105 320-53800-46400		*	670.00	
			MAY LAKE MAINTENANCE				
		5/01/21 575763	202105 320-53800-46400		*	100.00	
			MAY LAKE 11 MAINTENANCE				
				THE LAKE DOCTORS INC			770.00 002858
TOTAL FOR BANK A						81,367.56	
TOTAL FOR REGISTER						81,367.56	

[Print](#)**Pre-payment Deposit Invoice**

Pine Ridge Plantation
Attn: Maria Cranford
4200 pine ridge plantation parkway
middleburg, FL US 32068
9042918378
Invoice Number: KSM57FTAH10921
Invoice Date: Mon Apr 19 11:02:18 EDT 2021
User Name: pplantation
Terms: Due upon receipt
Next Billing Date: May 18, 2021

Description	Amount
Constant Contact - Email	\$459.00
Prepay for 15% Off)	
Estimated Tax	\$0.00
AMOUNT DUE: \$459.00	

Please make checks payable in USD funds to *Constant Contact, Inc.* noting your **Invoice Number** or **Constant Contact User Name** on the check.

Constant Contact, Inc. is a corporation with a Federal Tax ID number of: 04-3285398

Note:

1. Payments under a prepayment plan are non-refundable deposits on account with Constant Contact that will be used to settle future monthly invoices.
2. Pre-payment amounts are estimated based on your current selection of services and may not be sufficient to last the discount period you choose.
3. Actual charges and discounts will be calculated at the time of your monthly invoice based on products and add-on services to which you subscribe and related usage.
4. When your prepayment runs out we'll attempt to charge your account under the same prepayment terms. If we are not able to, we'll convert your account to a standard monthly payment plan.

Billing questions? Contact Support

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

Apr Email svr
1,330.572,490
104A



Please detach and return the following portion with your check payment.

 Detach and return this portion

Invoice Number: KSM577TAB10921

Invoice Date: Mon Apr 19 11:02:18 EDT 2021

User Name: replantation

Terms: Due upon receipt

Billing Address: Pine Ridge Plantation
Maria Cranford
4200 pine ridge plantation parkway
middleburg, FL, US 32068
9042918878

Payment Plan: Prepay for 15% Off

Services: Constant Contact - Email
(1)

\$459.00

Estimated Tax

\$0.00

AMOUNT DUE:

\$459.00

Please send check to:
Constant Contact, Inc.
Attn: Accounts Receivable
1601 Trapelo Road
Waltham, MA 02451

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



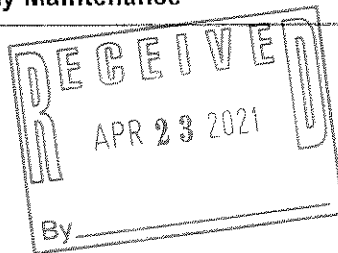
April 2021
Invoice #8179

Customer

GMS
Pine Ridge CDD
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068
pszozda@rmsnf.com
(000) 509-6465

Project/Job	Invoice Date	Due Date	Terms	PO #
Pine Ridge CDD	4/1/2021	5/1/2021	Net 30	

Item	Qty	Rate	Amount
Lawncare Recurring 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.

CLICK TO PAY NOW



Apr
Landscape Maintenance

1.320.53800.46200

 4/16/21



Pine Ridge CDD
GMS-SF, LLC
5385 N Nob Hill Road
Sunrise, FL 33351

April 9, 2021
Project No: 03136.08000
Invoice No: 0197510

Project 03136.08000 Pine Ridge Cdd - Completion Report
Work Description: Review Lot Size with Tax Roll

Professional Services rendered through March 31, 2021

Professional Personnel

		Hours	Rate	Amount
Principal - Vice President				
Ma, Ka Tai	4/3/2021	.50	245.00	122.50
Totals		.50		122.50
Total Labor				122.50
Invoice Total this Period				<u>\$122.50</u>

mar Professional svr
1,310,513.311
81A



England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-9990 • fax 904-648-9485
CA-00002684 LC-0000316

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

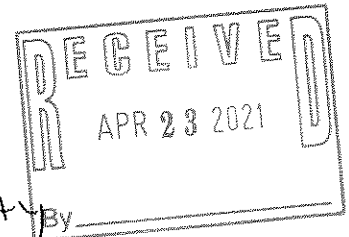
INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
24730	04/07/2021	\$450.00	04/22/2021	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
04/06/2021	Set up and delivery Apr 6, 2021: Deliver and set up 2 Spirit ellipticals being replaced under warranty SERVICE REQUEST 29410 - 2 SPIRIT ELLIPTICALS HAVE BAD WELD - BEING REPLACED UNDER WARRANTY Service Request Details/Notes: 7950131401000023 7950131401000024	4.50	450.00

BALANCE DUE

\$450.00



Repairs and Replacements - Amenity

1. 330.57200.46100

[Signature] 4/16/21

Hopping Green & Sams

Attorneys and Counselors

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

===== STATEMENT =====

March 30, 2021

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

Bill Number 121796
Billed through 02/28/2021

General Counsel/Monthly Meeting

PRIDGE 00001 WSH

FOR PROFESSIONAL SERVICES RENDERED

02/04/21	WSH	Review and revise meeting minutes.	0.40 hrs
02/05/21	WSH	Review and respond to correspondence from Torres regarding agreement for reclaimed irrigation.	0.30 hrs
02/10/21	WSH	Confer with Torres regarding request from CCUA.	0.20 hrs
02/16/21	WSH	Prepare for and participate in special meeting.	1.30 hrs
02/19/21	WSH	Review correspondence regarding landscape request and confer with Torres regarding same.	0.20 hrs
Total fees for this matter			\$624.00

MATTER SUMMARY

Haber, Wesley S.	2.40 hrs	260 /hr	\$624.00
------------------	----------	---------	----------

TOTAL FEES			\$624.00
------------	--	--	----------

TOTAL CHARGES FOR THIS MATTER			<u>\$624.00</u>
-------------------------------	--	--	-----------------

BILLING SUMMARY

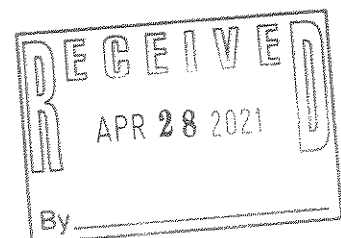
Haber, Wesley S.	2.40 hrs	260 /hr	\$624.00
------------------	----------	---------	----------

TOTAL FEES			\$624.00
------------	--	--	----------

TOTAL CHARGES FOR THIS BILL			<u>\$624.00</u>
-----------------------------	--	--	-----------------

Please include the bill number with your payment.

1,310,513.315
5A



INVOICE

CLIENT NAME

PINE RIDGE

CLIENT NUMBER

CLIENT ADDRESS

INVOICE NUMBER

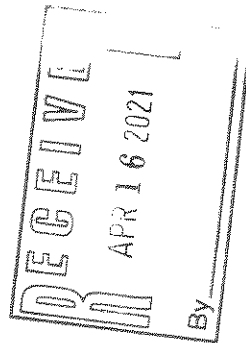
INVOICE DATE

4/13/2021

DATE	DESCRIPTION	PERSONNEL START and STOP TIMES	HOURS of 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

106 A

1-330-572-345



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

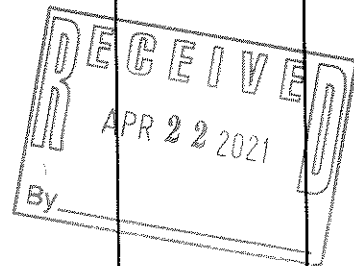
Invoice

Invoice #: 365
Invoice Date: 4/21/2021
Due Date: 4/21/2021
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - February 2021 & March 2021		2,340.00	2,340.00
Repairs + Maint. Grounds 320.53800.46000			
7319			



Total	\$2,340.00
Payments/Credits	\$0.00
Balance Due	\$2,340.00

4/22/21
CST

Riverside Management Services, Inc.

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

Service Detail

Bill To: Pine Ridge Plantation

Invoice Date: 4/20/21

Due Date: Upon Receipt

Amount Due: **\$2,340.00**

Description

Amount

Pressure Cleaning of the following:

2/12/21	Pressure washed sidewalk and curb at amenity center	\$	390.00
2/22/21	Pressure washed sidewalk, curb and round about at amenity center	\$	325.00
2/23/21	Pressure washed sidewalk and curb round about at amenity center	\$	325.00
2/25/21	Pressure washed 1,053 linear feet of curbs and sidewalk, 48' of fencing	\$	650.00
3/9/21	Pressure washed sections of pool deck and paver entrance	\$	650.00

TOTAL AMOUNT DUE: \$ 2,340.00

Should you have any questions, please contact Rich Whetsel @ (904) 759-8923
or rwhetsel@govmgtlsv.com

Remit Payment

Riverside Management Services, Inc

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

Invoice

Invoice #: 358

Invoice Date: 3/11/2021

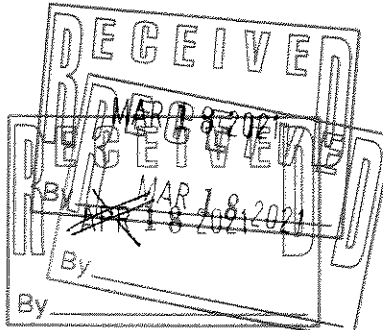
Due Date: 3/11/2021

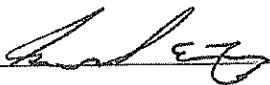
Case:


P.O. Number:

Bill To:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2021		2,205.76	2,205.76
Maintenance Supplies		1,424.24	1,424.24
73A Repairs and Replacements - Amenity			
1-330-57200-46100 \$1241.00			
General Facility Maintenance			
1-330-57200-46000 \$857.00			
Repairs and Maintenance - Field			
1-320-53800-46000 \$1372.00			
Janitorial Supplies			
1-330-57200-46201 \$160.00			
 3/15/2021		Total	\$3,630.00
		Payments/Credits	\$0.00
		Balance Due	\$3,630.00

3-17-21


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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/10/21	4	B.A.	Fix pavers around pool, fix fan light above bar, picked up supplies, check molding around door in fitness center
2/11/21	4	R.W.	Replaced electrical outlets, replaced switched in club house
2/11/21	4	B.A.	Replaced electrical outlets and switches in club house, picked up supplies
2/12/21	6	R.W.	Repair weather stripping, replace electrical outlets
2/12/21	5	B.A.	Replace outlets, outlet covers and switched in club house, picked up supplies
2/15/21	3	B.A.	Replace bulb in fitness center, glue stone on pillar
2/16/21	5	R.W.	Wood fill playground, change light, paint side gate, fix stone on pillar
2/16/21	6	B.A.	Paint rear maintenance gate, glued stone on pillar, replaced light in fitness center, applied wood filler to holes in playground
2/17/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed trash receptacles
2/17/21	8	B.A.	Sanded playground, dug wood puddy and rotted wood out of timber, cut new boards for bridge, fixed door handle in club house, replaced wall receptacles in waiting room, picked up supplies
2/19/21	3	B.A.	Install wall receptacles in waiting room
2/23/21	5	B.A.	Repaired bridge on playground, picked up supplies
2/23/21	4	R.W.	Repair and replace boards on playground swing bridge
2/23/21	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed trash receptacles

TOTAL 61

MILES 159

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 03/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	2/4/21	Lysol	11.12	M.C.
	2/10/21	42 Gallon Trash Bags 32pk (2)	41.33	B.A
	2/10/21	Roll 14g Wire 50'	17.46	B.A
	2/10/21	3" Brass Nipples	3.76	B.A
	2/10/21	Brass Locknuts 12pk	3.42	B.A
	2/11/21	5 In 1 Nozzle	34.47	B.A
	2/11/21	Outlet Covers 10pk (2)	9.17	B.A
	2/11/21	10pk Duplex Power Outlets (2)	45.70	B.A
	2/11/21	Outdoor Bleach (3)	16.87	B.A
	2/11/21	2 Gallon Gas Can	20.67	B.A
	2/11/21	Spray Paint Black (2)	9.15	B.A
	2/11/21	Door Weatherstrip	9.15	B.A
	2/11/21	100' Hose	48.28	B.A
	2/12/21	Caulking Gun	9.05	B.A
	2/12/21	Blank Wall Plates (2)	3.86	B.A
	2/12/21	1G Wall Plate (2)	1.31	B.A
	2/12/21	Bucket	4.35	B.A
	2/12/21	4 Pack 15A GFCI	57.47	B.A
	2/12/21	15A GFCI	18.12	B.A
	2/15/21	6' Folding Tables (2)	114.95	F.S.
	2/22/21	6' Fence Section	137.52	T.C.
	2/22/21	Armorpoxy 1 Part Gloss Paint White	166.69	T.C.
	2/22/21	Armorpoxy 1 Part Gloss Paint Blue Thunder	166.69	T.C.
	2/22/21	Armorpoxy 1 Part Gloss Paint Dark Green	166.69	T.C.
	2/23/21	1 Box Decking Screws	10.89	B.A
	2/23/21	Sand Belts 80G 2pk	8.02	B.A
	2/23/21	Sand Belts 120G 5pk	11.47	B.A
	2/25/21	Alrwick 5pk (2)	24.08	F.S.
	2/26/21	Deckover Paint (2)	82.75	B.A
	2/26/21	Spout	1.13	B.A
	2/26/21	Mini Rollers 2pk	6.29	B.A
	2/26/21	Mini Roller Assembly	6.41	B.A
	2/26/21	Yellow Caution Tape	11.10	B.A
	3/2/21	Drydex	7.13	B.A
	3/2/21	Spakle Knife (2)	2.25	B.A
	3/2/21	Cordless Blinds (2)	80.43	B.A
	3/2/21	Broom	14.92	B.A
	3/2/21	Sponge 2pk	4.00	B.A
	3/2/21	Heavy Duty Scrub Sponge 3pk	3.43	B.A
	3/2/21	Fire Ant Killer	23.54	F.S.
	3/2/21	Daylight Bulb 4pk	9.17	F.S.

TOTAL \$1,424.24

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

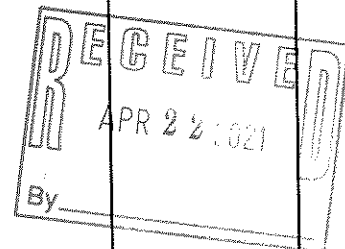
Invoice

Invoice #: 364
Invoice Date: 4/16/2021
Due Date: 4/16/2021
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 Maintenance March 1 - March 31, 2021		2,690.72	2,690.72
Maintenance Supplies		1,195.36	1,195.36
Amenity Repairs + Replacements \$ 1169.72 1.330.57200.46100			
Field Repairs & Maintenance \$ 1521.00 1.320.53900.46000			
General Facility Maintenance \$ 1009.93 1.330.57200.46000			
Janitorial Supplies \$ 185.43 1.330.57200.46201 73A			
Total			\$3,886.08
Payments/Credits			\$0.00
Balance Due			\$3,886.08



4/22/21
[signature]

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/1/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
3/1/21	2	B.A.	Painted front gate
3/1/21	2	R.M.	Secured gate at rear of pool
3/2/21	8	B.A.	Install shades in clubhouse bathrooms, drywall repair at clubhouse to prep for painting, picked up supplies
3/3/21	8	B.A.	Drywall repair and paint clubhouse, picked up supplies
3/4/21	5	B.A.	Drywall repair and paint clubhouse, picked up supplies, mopped floor
3/5/21	4	B.A.	Drywall repair and paint clubhouse
3/8/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
3/10/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
3/12/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
3/12/21	6	R.M.	Install and adjust drive for pool pump
3/15/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
3/17/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
3/19/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
3/22/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
3/24/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
3/26/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
3/28/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
3/30/21	3.5	R.W.	Installed new door handle, raked playground, sand men's bathroom door frame
3/31/21	3	F.S.	Removed spider webs around amenity center and pool patio, checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, roadways and playgrounds
TOTAL	<u><u>74.5</u></u>		
MILES	<u><u>167</u></u>		

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 04/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	3/3/21	Drywall Corner Tool	11.48	B.A.
	3/3/21	Joint Compound	11.48	B.A.
	3/3/21	12" Tape Knife	11.48	B.A.
	3/3/21	6" Joint Knife	11.45	B.A.
	3/3/21	4" Joint Knife	10.32	B.A.
	3/3/21	Mud Pan	14.93	B.A.
	3/4/21	Gallon Cleaner	8.03	B.A.
	3/4/21	Gallon Drain Opener	18.26	B.A.
	3/4/21	Gallon Paint	42.53	B.A.
	3/4/21	Mop Bucket	57.47	B.A.
	3/16/21	15AMP GFCI	24.87	S.A.
	3/16/21	Wire Striper	22.97	S.A.
	3/16/21	Emergency First Aid Kit Fully Stocked	72.45	M.C.
	3/16/21	Toilet Paper 12 rolls	13.77	F.S.
	3/17/21	Piranha Fine Mesh Pool Skimmer Net	47.45	R.W.
	3/18/21	Shovel	21.83	S.A.
	3/18/21	5 gallon Bucket	4.35	S.A.
	3/19/21	Toilet Paper	33.63	M.C.
	3/19/21	Trash Bags	17.56	M.C.
	3/24/21	Pool Chair Protective Cover	142.17	M.C.
	3/24/21	AC Filters 4pk (2)	93.86	M.C.
	3/24/21	Multifold Paper Towels 125 towels/pk 16/case (2)	62.77	M.C.
	3/24/21	3x3 Sticky Pads 24pk	20.57	M.C.
	3/24/21	Open and Close Sign	9.19	M.C.
	3/24/21	G2 Black Pens 16ct	31.68	M.C.
	3/25/21	4" Binders 2pk (2)	65.34	M.C.
	3/26/21	Ø' Umbrellas (3)	111.23	M.C.
	3/26/21	50lb Dumbbells (2)	148.33	M.C.
	3/29/21	Spackling Paste	5.08	T.C.
	3/29/21	Schlage Passage Door Handle	34.45	T.C.
	3/30/21	Paint Tray	1.93	R.W.
	3/30/21	Angle Short Brush	6.75	R.W.
	3/30/21	Sandpaper	5.72	R.W.
		TOTAL	<u>\$1,195.36</u>	



Invoice

PLEASE Remit To: **CONVERGINT TECHNOLOGIES LLC**
35257 EAGLE WAY
CHICAGO, IL 60678-1352

Invoice	W1064892
Invoice Date	04/30/21
Payment Terms	NET DUE UPON RECEIPT
Customer Code	1015876
Customer P.O. #	
Current Due	\$ 948.00

** Include invoice # or customer code on check or send to:
achremi@convergent.com

*Electronic Security, Physical Security, Fire and
Life Safety, & Communication Systems*

Bill to:	Ship To / Work Site:
GMS 2105 Harbor Lake Dr Fleming Island, FL 32003	Pine Ridge CDD 4200 Pine Ridge Parkway Middleburg, FL 32068

Remarks: Pine Ridge CDD WO# W1064892

Quantity	Description	Unit Price	Extension
400.000	Clamshell 125KHz Prox Badge	2.32	928.00
1.000	Freight	20.00	20.00
Total:		\$	948.00

Item 1) Equipment: Access Cards

80 A

Problem Description: Proximity Badges (400)

Solution: Box Sale: Convergent Quote – Signed by Maria Cranford on 3/3/21

Thank you for your business!

Access cards

1.330.57200.99100

 4/30/21



For questions about this invoice, contact your local Convergent office at (877) 881 - 7724
Convergent is an Equal Opportunity/Affirmative Action Employer who is committed to workforce diversity. M/F/D/V.

CYBER CRIME AWARENESS: WE WILL NOT ASK YOU TO CHANGE CONVERGINT REMIT-TO ADDRESS OR BANKING INFORMATION VIA EMAIL

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



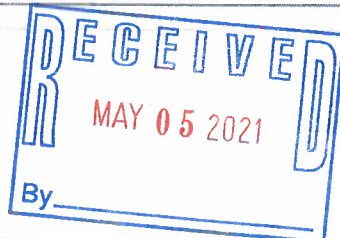
April 2021
Invoice #INV94563

Customer

GMS
Pine Ridge CDD
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068
pszoza@rmsnf.com
(000) 509-6465

Project/Job	Invoice Date	Due Date	Terms	PO #
4/5/21 Troubleshooting of Downed Zone	4/22/2021	5/22/2021	Net 30	

Item	Qty	Rate	Amount
SCOPE OF WORK			
TROUBLESHOOT WHY ZONE #7 IS NOT WORKING FROM THE AMENITY CLOCK			
IRRIGATION REPAIRS			
Irrigation Technician Labor Hours	3	\$58.50	\$175.50
Sub Total			\$175.50



Subtotal	\$175.50
Payments/Credits	\$0.00
Balance Due	\$175.50

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.

April

89A

Landscape Maintenance

1.320.53800.46200

[Signature] 4/30/21



Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 215**Invoice Date:** 5/1/21**Due Date:** 5/1/21**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
Management Fees - May 2021 1.310.513.340		3,690.83	3,690.83
Website Administration - May 2021 1.310.513.491		100.00	100.00
Information Technology - May 2021 1.310.513.351		83.33	83.33
Dissemination Agent Services - May 2021 1.310.513.313		416.67	416.67
Office Supplies 1.310.513.510		0.66	0.66
Postage 1.310.513.420		11.22	11.22
Copies 1.310.513.425		13.65	13.65
Telephone 1.310.513.410		23.09	23.09

**Total** \$4,339.45**Payments/Credits** \$0.00**Balance Due** \$4,339.45



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

Invoice

Date 5/1/2021

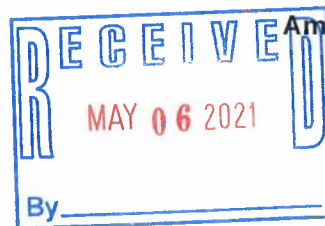
Invoice # 131295599048

Terms	Net 20
Due Date	5/21/2021
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 54c	1	ea	49.05
1-330-572-465 may pool chemicals				

Total Amount Due 1,025.52
\$1,025.52



Remittance Slip

Customer
13GMS100
Invoice #
131295599048

Amount Due \$1,025.52

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295599048

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

Invoice #: 363
Invoice Date: 5/1/2021
Due Date: 5/1/2021
Case:
P.O. Number:

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

Description	Hours/Qty	Rate	Amount
Janitorial Services - May 2021 330.572.4620		645.00	645.00
Pool Maintenance Services - May 2021 330.572.4640		1,041.75	1,041.75
Facility Management - Pine Ridge Plantation - May 2021 330.572.3410		4,545.75	4,545.75
Contract Administration - May 2021 330.572.3400		1,776.75	1,776.75

RECEIVED
MAY 07 2021
By _____

Balance Due	\$8,009.25
--------------------	-------------------

5-6-21
CJP

From: Bernadette Peregrino bperegrino@gmsnf.com
Subject: Fwd: deposit refund
Date: May 3, 2021 at 2:50 PM
To: Margaret Bronson mbronson@gmsnf.com
Cc: Daniel Laughlin dlaughlin@gmsnf.com, Pine Ridge Plantation prmgr@riversidemgtsvc.com

BP

Thanks Maria.

Margaret

Please process rental revenue refund for Shay Goodman. See below info. Let me know if you have any questions. Expense to April please.

Thank you,
Bernadette Peregrino
District Accountant
1408 Hamlin Avenue, Unit E
Saint Cloud, FL 34771
Tel and Fax: [904-239-5309](tel:904-239-5309)
bperegrino@gmsnf.com

171 A
1.300.369.101.

Begin forwarded message:

From: Pine Ridge Plantation <prmgr@riversidemgtsvc.com>
Subject: **deposit refund**
Date: May 3, 2021 at 2:12:53 PM EDT
To: Bernadette Peregrino <bperegrino@gmsnf.com>

Good afternoon! I need to have a refund issued from a resident rental. They had paid their security deposit with a money order that had already been made out to the district. It would have been sent in with my deposit from 3.26.21

Money order # 20977623880 ←
amount \$250 ←
Shay Goodman
1094 Wetland Ridge Circle
Middleburg, FL 32068

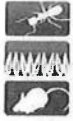
Let me know if you need any additional information

Thanks

Maria

--

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



**Turner
Pest
Control**

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: 7420274
DATE: 4/23/2021
ORDER: 7420274

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
4/23/2021	09:35 AM	GHP		09:35 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
JOHN	NET 30	4/23/2021		09:52 AM

Service	Description	Price
CPCQ	Commercial Pest Control - Quarterly Service	98.70
<p>General Facility Maintenance</p> <p>1. 330.57200.46000</p> <p><i>[Signature]</i> 4/30/21</p> <p>152A</p>		<p>SUBTOTAL \$98.70</p> <p>TAX \$0.00</p> <p>AMT. PAID \$0.00</p> <p>TOTAL \$98.70</p>
		AMOUNT DUE \$98.70

[Signature]

TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

RECEIVED

MAY 05 2021

By _____

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.



Black Creek Electrical Services Inc.
State Certified EC 13002742
PO Box 186
Middleburg, FL 32050

Phone: (904) 291-7941
Fax: (904) 291-7904
Web: WWW.Blackcreelectric.com

Invoice

76777

5/17/2021

Printed 5/18/2021

Bill To:

Riverside Management Services
Attn: Freddie Oca
3212 Bradley Creek Parkway
Green Cove Springs, FL 32043

Work: (904) 338-5723
Phone 1: (904) 338-5723

Terms

Net 10

Work Location:

4200 Pine Ridge Pkwy
Riverside Management Services
Attn: Tom
4200 Pine Ridge Pkwy
Middleburg, FL 32068

Start Date:	5/17/2021	Sidewalk street lamps are out behind playground				
Date	Product/Service	Description	Price	Qty	Tax	Amount
5/17/2021	Service Call	Service call, local service call area, includes the first half hour of labor	\$99.00	0.00	\$0.00	\$99.00
5/17/2021	Labor rate T&M - commercial/ industrial	Labor rate billed for misc. services, commercial and industrial work	\$125.00	2.00	\$0.00	\$250.00

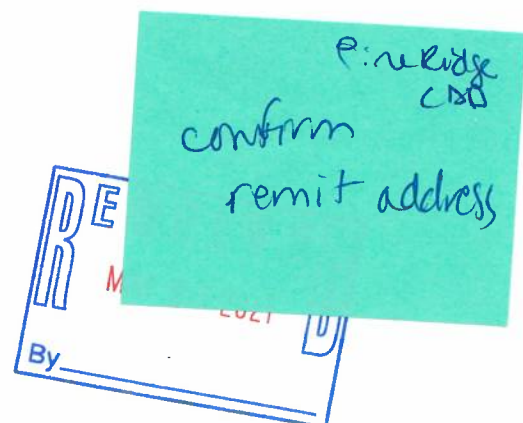
Subtotal: \$349.00
Tax: \$0.00
Paid: \$0.00
Total: \$349.00

Labor hours used to troubleshoot and repair the street lights behind the playground not working. Found wiring issue, corrected wiring and tested. All lamps are working.

Repairs + Maintenance - Field NOA

1. 320. 53800. 46000

[Signature] 5/21/21



Thank You for your business. It has been a pleasure serving you!

All work performed comes with a 1 year warranty on parts and labor (3 years on panels). Warranty services are limited to during normal working hours only. All after hours calls are subject to additional charges. Customer provided parts and fixtures are not included in warranty provisions and are not covered.

Please Pay Promptly. Terms are due upon receipt unless noted otherwise. All balances not paid within 30 days are subject to a late fee which is 1.5% of the balance due per month until the balance is paid in full.

Please Pay From This Invoice

**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#:322672
Phone#:904-001-0001
Date:03/23/2021**Salesperson: Clay Legals****Classification: Bid Notices****Ad Size: 1.0 x 7.000****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	04/01/2021	04/01/2021	1	70.00	70.00

Payment Information:

Date:	Order#	Type
03/23/2021	322672	BILLED ACCOUNT

Total Amount: 70.00**Tax: 0.00****Amount Due: 70.00****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy**

69A
1.310.513.480
Proposal Request - Audit

4/1

**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

REQUEST FOR PROPOSALS

in the matter of

AUDIT SERVICES

LEGAL: 47573 ORDER: 322672

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



**CHRISTIE LOU WAYNE
MY COMMISSION # HH34426
EXPIRES: September 20, 2024**

3515 US HWY 17 Suite A, Fleming Island FL 32003
Telephone (904) 264-3200 - FAX (904) 264-3285
E-Mail: Christie@opcfla.com

**REQUEST FOR
PROPOSALS
FOR ANNUAL
AUDIT SERVICES
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

The Pine Ridge Plantation Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for four additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Clay County, Florida, and has a general fund, debt service fund and capital reserve fund.

Each auditing entity submitting a proposal must be authorized to do business in Florida, hold all applicable state and federal professional licenses in good standing, duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Recording Secretary at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, via e-mail at ssweeting@gmsnf.com, and by telephone at (904) 940-5850.

Proposers must provide an electronic copy of their proposal to the District Recording Secretary Sarah Sweeting at ssweeting@gmsnf.com. Proposals must be received by 5:00 p.m. on Thursday, April 29, 2021. Proposals received after this time will not be eligible for consideration. The District reserves the right to reject any and all proposals, make modifications to the scope of the work, and waive any minor informalities or irregularities in proposals as it deems appropriate. Please direct all questions regarding this Notice to the District Manager. Pine Ridge Plantation Community Development District
Ernesto Torres, District Manager
Legal 47573 published April 1, 2021 in Clay County's Clay Today newspaper

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

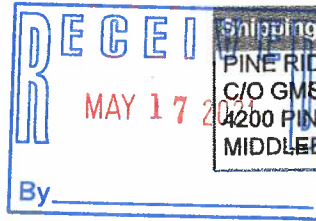


**DOWN TO
EARTH**

LANDSCAPE & IRRIGATION

PAST DUE
October 2020
Invoice #INV78514

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MIDDLEBURG FL 32068



Shipping Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MIDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO #
#L29197 rev.	9/30/2020	11/15/2020	Net 30	

Item	Qty	Rate	Amount
RIGHT SIDE BY CLUBHOUSE			
LOROPETALUM 7 GALLON	4	\$40.00	\$160.00
LIGUSTRUM VAR. 3 GALLON	17	\$18.00	\$306.00
LEFT SIDE BY CLUBHOUSE			
LOROPETALUM 7 GALLON	1	\$40.00	\$40.00
LIGUSTRUM VAR. 3 GALLON	5	\$18.00	\$90.00
RIGHT SIDE ACROSS FROM CLUBHOUSE			
REMOVAL Description: Remove Juniper and weak plants	1	\$300.00	\$300.00
LOROPETALUM 7 GALLON	30	\$40.00	\$1,200.00
FLAX LILY VAR. 1 GALLON	75	\$9.00	\$675.00
BLUE DAZE 1 GALLON	30	\$8.00	\$240.00
PINE STRAW PER BALE Description: (30 bales)	30	\$8.00	\$240.00
LEFT SIDE ACROSS FROM CLUBHOUSE			
REMOVAL Description: Remove Juniper and weak plants	1	\$300.00	\$300.00
LOROPETALUM 7 GALLON	30	\$40.00	\$1,200.00
FLAX LILY VAR. 1 GALLON	75	\$9.00	\$675.00
BLUE DAZE 1 GALLON	30	\$8.00	\$240.00
PINE STRAW PER BALE Description: (30 bales)	30	\$8.00	\$240.00
MAIN MONUMENT SIGN ON TYNES BLVD.			

89A

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



PAST DUE
October 2020
Invoice #INV78514

Item	Qty	Rate	Amount
REMOVAL Description: Remove plant material around sign	1	\$500.00	\$500.00
MUHLY GRASS 3 GALLON Description: Around transformer	15	\$15.00	\$225.00
IXORA 3 GALLON	40	\$18.00	\$720.00
SCHILLING 'ILEX' 3 GALLON	40	\$15.00	\$600.00
FLAX LILY VAR. 1 GALLON	75	\$9.00	\$675.00
PINE STRAW PER BALE Description: (40 bales)	40	\$8.00	\$320.00
LONE MEDIAN ON PINERIDGE PKWY			
LABOR Description: Remove Juniper from obth ennds of the island	1	\$100.00	\$100.00
FLAX LILY 3 GALLON Description: To both ends of the island	55	\$15.00	\$825.00
RED MULCH PER YARD Description: (3-yards)	3	\$45.00	\$135.00

891A

Subtotal	\$10,006.00
Payments/Credits	\$3,506.00
Balance Due	\$6,500.00

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.

Landscape Maintenance

1. 320. 53800. 46200

[Signature] 5/14/21



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



PAST DUE
October 2020
Invoice #INV78655

Billing Address PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MIDDLEBURG FL 32068	RECEIVED MAY 17 2021 By _____	Shipping Address PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MIDDLEBURG FL 32068
--	--	---

Project/Job	Invoice Date	Due Date	Terms	PO #
	10/28/2020	11/27/2020	Net 30	

Item	Qty	Rate	Amount
SCOPE OF WORK ADD ROTORS FOR COVERAGE AROUND SIGN WHERE NEW PLANTS WERE INSTALLED. TRENCHED IN PIPE AND ADDED (3) ROTORS			
IRRIGATION PARTS Description: HEAD BROKEN - 6" ROTOR	3	\$29.00	\$87.00
IRRIGATION PARTS Description: LATERAL LINE PIPE 3/4"	60	\$0.75	\$45.00
IRRIGATION PARTS Description: LATERAL LINE FITTING 3/4"	8	\$2.50	\$20.00
IRRIGATION LABOR Description: TECHNICIAN LABOR	6	\$58.50	\$351.00

Subtotal	\$503.00
Payments/Credits	\$0.00
Balance Due	\$503.00

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.

Landscape Maintenance
1.320.53800.46200 89A
[Signature] 5/14/21



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



**DOWN TO
EARTH**

LANDSCAPE & IRRIGATION

PAST DUE
February 2021
Invoice #INV89904

Customer

GMS
Pine Ridge CDD
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068
pszoza@rmsnf.com
(000) 509-6465



Project/Job	Invoice Date	Due Date	Terms	PO #
Jan 2021 Valve Dropping Proposal	2/26/2021	3/28/2021	Net 30	

Item	Qty	Rate	Amount
Irrigation Technician Labor (Labor)	6	\$58.50	\$351.00
Parts (Pipe & Fittings) (Material)	1	\$150.00	\$150.00

Subtotal	\$501.00
Payments/Credits	\$0.00
Balance Due	\$501.00

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.



Land Scope Maintenance

1-320-53800-46200

89A

[Signature] 5/14/21

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



April 2021
Invoice #INV95367

Customer

GMS
Pine Ridge CDD
4200 Pine Ridge Plantation
Middleburg FL 32068
pszoza@rmsnf.com
(000) 509-6465



Project/Job	Invoice Date	Due Date	Terms	PO #
Solenoid at Amenity Center Replacement	4/29/2021	5/29/2021	Net 30	

Item	Qty	Rate	Amount
SCOPE OF WORK			
PROPOSAL TO REPLACE SOLENOID ON DOWN VALVE AT AMENITY CENTER			
IRRIGATION REPAIRS			
Irrigation Technician Labor Hours	2	\$58.50	\$117.00
Rainbird Solenoid Each	1	\$30.00	\$30.00
Sub Total			\$147.00

Subtotal	\$147.00
Payments/Credits	\$0.00
Balance Due	\$147.00

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.

Landscape Maintenance

89A

1.320.53800.46200

[Signature] 5/14/21

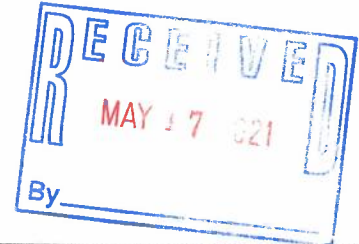


Down to Earth
Landscape & Irrigation
2701 Maitland Center Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700 Ext 2724



May 2021
Invoice #INV95220

Customer
GMS Pine Ridge CDD 4200 Pine Ridge Plantation Middleburg FL 32068 pszoza@rmsnf.com (000) 509-6465



Project/Job	Invoice Date	Due Date	Terms	PO #
Pine Ridge CDD	5/1/2021	5/31/2021	Net 30	

Item	Qty	Rate	Amount
Lawncare Recurring 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.



Landscape Maintenance

1. 320.53800.46200

89 A

[Signature] 5/14/21

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

Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, FL 32068

SHIP TO

Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, FL 32068

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
24954	05/12/2021	\$214.32	05/27/2021	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
05/12/2021	SERVICE REQUEST 30338 - DELIVER CASE OF WIPES <u>Zogics Gym Wipes</u> May 12, 2021: Gym Wipes: Disinfecting wipes for equipment, not labelled to use as a sanitizing wipe on the skin. 1,150 wipes per roll/4,600 wipes per case (4 rolls)	4	214.32

BALANCE DUE

\$214.32

Ignition 1 Supplier
1.330. 57200. 46201

[Signature] 5/14/21



39A

Hopping Green & Sams

Attorneys and Counselors

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

STATEMENT

March 1, 2021

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

Bill Number 121077
Billed through 01/31/2021

1.310.513.315
5A

General Counsel/Monthly Meeting
PRIDGE 00001 WSH

FOR PROFESSIONAL SERVICES RENDERED

01/05/21	WSH	Review proposed agenda.	0.20 hrs
01/11/21	WSH	Review and revise minutes.	0.30 hrs
01/19/21	WSH	Prepare for and participate in Board meeting.	1.70 hrs
Total fees for this matter			\$572.00



MATTER SUMMARY

Haber, Wesley S.	2.20 hrs	260 /hr	\$572.00
------------------	----------	---------	----------

TOTAL FEES			\$572.00
------------	--	--	----------

TOTAL CHARGES FOR THIS MATTER			<u>\$572.00</u>
-------------------------------	--	--	-----------------

BILLING SUMMARY

Haber, Wesley S.	2.20 hrs	260 /hr	\$572.00
------------------	----------	---------	----------

TOTAL FEES			\$572.00
------------	--	--	----------

TOTAL CHARGES FOR THIS BILL			<u>\$572.00</u>
-----------------------------	--	--	-----------------

Please include the bill number with your payment.



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

Call Slip Number	Invoice Date	Invoice Number	Due Date	Contractor's License #
11801	5/4/2021	S-10763	06/03/2021	CAC 023502

Brand Model
CARR 24ABE360A310
Location: Cond#2

Serial #
3908E08416

ADDITIONAL DETAILS:

Arrived on-site for customer no cool in the activity room.
Compressor contactor was pulled in but compressor wasn't coming on.
Checked windings/ components and cap. Cap was reading ok. Installed
3-1 start assist on compressor compressor came on. Checked
amps/system pressures.

Tech Date
MATTHEW 05/04/2021

Qty Material
(1) 3N1 START KIT



Repairs and Replacements Amenity

1.330.57200.46100

[Signature] 5/14/21

Material	55.72
Labor	210.00
Subtotal	265.72
Tax	4.18
Grand Total	269.90

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/C Maintenance

109A

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

\$265.72

From: Bernadette Peregrino bperegrino@gmsnf.com
Subject: Fwd: deposit refund
Date: May 20, 2021 at 1:15 AM
To: Margaret Bronson mbronson@gmsnf.com

BP

Please see attached rental revenue refund request. Call me if you have any questions.

Thank you,
Bernadette Peregrino
District Accountant
1408 Hamlin Avenue, Unit E
Saint Cloud, FL 34771
Tel and Fax: [904-239-5309](tel:904-239-5309)
bperegrino@gmsnf.com

Begin forwarded message:

From: Pine Ridge Plantation <prmgr@riversidemgtsvc.com>
Subject: deposit refund
Date: May 11, 2021 at 11:10:06 AM EDT
To: Bernadette Peregrino <bperegrino@gmsnf.com>

Good morning! I am in need of another refund from a rental deposit. Latoya Barrett paid her security deposit with money orders. They would have been in with my deposit from 4.26.21

\$500 - money order # 19-256898728
\$250 - money order # 19-256898729

Latoya Barrett
1721 Foggy Day Drive
Middleburg, FL 32068

1. 300. 36900. 10100
fac Rental Income

Please let me know if you need any additional information and have a great day!

Maria

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

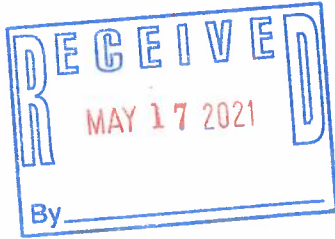
172

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

CCSO OFF-DUTY INVOICE

INVOICE DATE
DATE:04/12/2021

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



FOR:
joliver@gmsnf.com
prmgr@riversidemgtsvc.com

[illegible]

106A

Make all checks payable to Matthew Edmonson

Thank you for your business!

Security
1.330.57200 34500
K. Craig 5/14/21

**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#:324282
Phone#:904-001-0001
Date:05/05/2021****Salesperson: Clay Legals****Classification: Legal Notice****Ad Size: 1.0 x 10.10****Advertisement Information:**

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	05/13/2021	05/13/2021	1	101.00	101.00

Payment Information:

Date:	Order#	Type
05/05/2021	324282	BILLED ACCOUNT

1,310,513.480
691A
NOM 5/24**Total Amount: 101.00****Tax: 0.00****Amount Due: 101.00****Attention: Requests for credits or refunds for early cancellations must be made within 90 days.****Ad Copy**5/24/21 ✓
MB New address updated

**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

MAY MEETING

LEGAL: 47725 ORDER: 324282

was published in said newspaper in the issues:

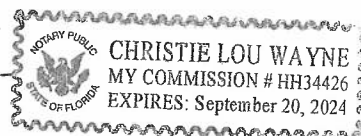
05/13/2021

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 05/13/2021.

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 Monday, May 24, 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.

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: 95267072617 and Passcode: 012711. Attendants may also join by video by using this link: <https://zoom.us/j/95267072617?pwd=VE83Vkn6NDNRYSByd2dVUWtxYmRvUT09>

Participants are strongly encouraged to submit questions and comments to the District Manager's Office at etorres@gmsnf.com, or by calling 904-940-5850, by Friday, May 21, 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 47725 published May 13, 2021
in Clay County's Clay Today newspaper

From: Bernadette Peregrino bperegrino@gmsnf.com
Subject: Fwd: rental refund
Date: May 26, 2021 at 3:52 PM
To: Margaret Bronson mbronson@gmsnf.com, Pine Ridge Plantation prmgr@riversidemgtsvc.com

BP

Got it Maria! Margaret please process rental revenue refund expense in April please.

Thank you,
Bernadette Peregrino
District Accountant
1408 Hamlin Avenue, Unit E
Saint Cloud, FL 34771
Tel and Fax: [904-239-5309](tel:904-239-5309)
bperegrino@gmsnf.com

Begin forwarded message:

From: Pine Ridge Plantation <prmgr@riversidemgtsvc.com>
Subject: rental refund
Date: May 26, 2021 at 3:44:51 PM EDT
To: Bernadette Peregrino <bperegrino@gmsnf.com>

Good afternoon. I need to have a rental fee refund issued in the amount of \$75. It would have been in with my deposit from 4.26.21, check #1956

Erin Karaim
69 Lion Street
Middleburg, FL 32068

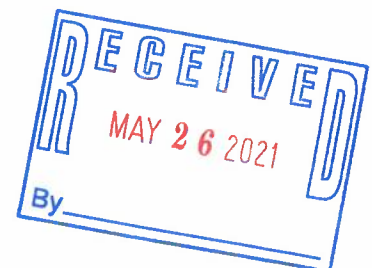
174A
1 - 300 - 36900 - 10100

Thank you and sorry, I know I've been a pain with these lately LOL

Refund
\$ 75

Maira

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



Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 216**Invoice Date:** 6/1/21**Due Date:** 6/1/21**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Management Fees - June 2021	1.310.513.340	3,690.83	3,690.83
Website Administration - June 2021	1.310.513.491	100.00	100.00
Information Technology - June 2021	1.310.513.357	83.33	83.33
Dissemination Agent Services - June 2021	1.310.513.313	416.67	416.67
Office Supplies	1.310.513.510	0.78	0.78
Postage	1.310.513.420	19.75	19.75
Copies	1.310.513.425	136.80	136.80

3A

**Total** \$4,448.16**Payments/Credits** \$0.00**Balance Due** \$4,448.16

Hopping Green & Sams

Attorneys and Counselors

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

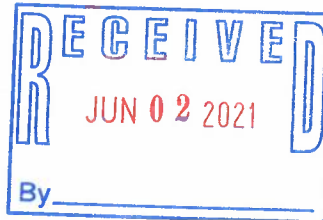
===== STATEMENT =====

April 30, 2021

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

Bill Number 122678
Billed through 03/31/2021

General Counsel/Monthly Meeting
PRIDGE 00001 WSH



mar General
counsel
1,310,573.315
5A

FOR PROFESSIONAL SERVICES RENDERED

03/03/21	WSH	Review and revise minutes.	0.30 hrs
03/04/21	WSH	Review agenda for March meeting and confer with Torres regarding same.	0.40 hrs
03/15/21	WSH	Prepare for Board meeting; review architect's estimates.	0.50 hrs
03/16/21	WSH	Prepare for and participate in Board meeting.	1.70 hrs
03/17/21	WSH	Respond to auditor inquiry.	0.20 hrs
03/18/21	MGC	Review auditor letter response.	0.20 hrs
03/18/21	KBB	Prepare response to auditor request letter regarding fiscal year 2019-2020.	1.20 hrs
Total fees for this matter			\$976.00

MATTER SUMMARY

Baxter, Kenda B. - Legal Asst.	1.20 hrs	100 /hr	\$120.00
Collazo, Mike	0.20 hrs	250 /hr	\$50.00
Haber, Wesley S.	3.10 hrs	260 /hr	\$806.00

TOTAL FEES \$976.00

TOTAL CHARGES FOR THIS MATTER \$976.00

BILLING SUMMARY

Baxter, Kenda B. - Legal Asst.	1.20 hrs	100 /hr	\$120.00
Collazo, Mike	0.20 hrs	250 /hr	\$50.00
Haber, Wesley S.	3.10 hrs	260 /hr	\$806.00

TOTAL FEES \$976.00

TOTAL CHARGES FOR THIS BILL \$976.00

Please include the bill number with your payment.



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

Invoice

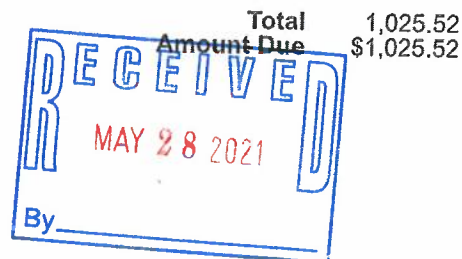
Date 6/1/2021
Invoice # 131295599623

Terms	Net 20
Due Date	6/21/2021
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
54A				

Pool Chemicals
1.330.57200 - 46500
5/28/21



Remittance Slip

Customer
13GMS100
Invoice #
131295599623

Amount Due \$1,025.52

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295599623

Riverside Management Services, Inc

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

Invoice

Invoice #: 367

Invoice Date: 5/19/2021

Due Date: 5/19/2021

Case:

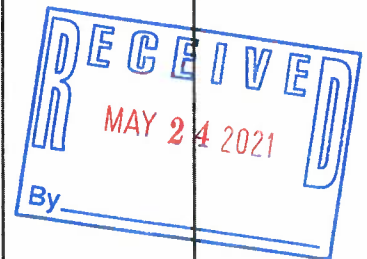
P.O. Number:

Bill To:

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

73A

Description	Hours/Qty	Rate	Amount
Facility Maintenance April 1 - April 30, 2021		1,892.54	1,892.54
Maintenance Supplies		565.78	565.78
Repairs + Replacements - Amenity 1.330.57200.46100			\$ 1026.31
General Facility Maintenance 1.330.57200.46000			\$ 693.22
Repairs + Maintenance - Grounds 1.320.53800.46000			\$ 541.47
Janitorial Supplies 1.330.57200.46201			\$ 197.32
Total			\$2,458.32
Payments/Credits			\$0.00
Balance Due			\$2,458.32

5/21/21
QA

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/2/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
4/5/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
4/7/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
4/13/21	4	R.W.	Removed debris from 3 large lakes, checked and cleaned spillways
4/14/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
4/15/21	8	R.W.	Removed debris around lakes near the new phase where all the construction is on going
4/19/21	3	B.H.	Replaced toilet seat cover, inspected lights and replaced lights bulbs
4/21/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
4/21/21	3	B.H.	Inspected lights and circuit box for street light function, picked up supplies, removed debris from around community, cleaned up debris around dumpster
4/26/21	4	B.H.	Replaced gym outlet covers and outlets, sprayed painted over graffiti on light pole, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
4/28/21	6	B.H.	Fixed leg of table, replaced all wall outlets in the gym, cleaned up dumpster area, removed debris from around community
4/28/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
4/30/21	6	B.H.	Picked up supplies, reattached stone to pillar, switched out light covers, cleaned around dumpsters, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles

TOTAL 52

MILES 163

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 05/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	4/6/21	Toilet Plunger	16.08	F.S.
	4/9/21	Trash Bags	19.54	M.C.
	4/9/21	Hand Sanitizer 2ct	11.48	M.C.
	4/9/21	Soft Soap Refill 2ct	9.19	M.C.
	4/9/21	Lysol Wipes 4ct	14.36	M.C.
	4/9/21	Clorox Toilet Bowl Cleaner 6ct	10.34	M.C.
	4/9/21	Disposable Gloves 100ct	11.49	M.C.
	4/12/21	ADA Rechargeable Battery Pack	296.16	M.C.
	4/15/21	Junction Box	17.83	S.A.
	4/15/21	1" Paddle Bit	9.74	S.A.
	4/16/21	Paper Towels	32.48	M.C.
	4/19/21	Toilet Cover	28.73	B.H.
	4/19/21	18W Light Bulb (2)	16.03	B.H.
	4/30/21	Dual Range Checker	28.72	B.H.
	5/5/21	Toilet Paper 12rolls	43.63	B.H.
		TOTAL	<u>\$565.78</u>	

INVOICE



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

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

Invoice #	582287
Account #	719342
Invoice Date	6/1/2021
Due Date	6/11/2021
Rep	MAS

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

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>76A</p> <p>1. 320.538.464</p> <p>June Lake Maintenance</p>	
	Customer Total Balance \$1,540.00	
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$770.00

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 for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	582287
Account #	719342
Date	6/1/2021

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at 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 #	Lake Maintenance
Card Verification #	1-320-53800-46400
Exp. Date #	
Print Name	
Billing Address:	Check box if same as above
Signature	6/4/21

CCSO OFF-DUTY INVOICE

106A

[illegible]

Security

1.330.57200.34500

6/14/21

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

Invoice

Invoice #: 368
Invoice Date: 6/3/2021
Due Date: 6/3/2021
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Pressure Washing Services - May 2021		650.00	650.00
Repairs + Maintenance 320.53800.46000			
<div>RECEIVED JUN 09 2021 By _____</div> <div>73A</div>			
Total			\$650.00
Payments/Credits			\$0.00
Balance Due			\$650.00

6-7-21
OP

Riverside Management Services, Inc.

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

Service Detail

Bill To: Pine Ridge Plantation

Invoice Date: 5/24/21

Due Date: Upon Receipt

Amount Due: \$ 650.00

Description

Amount

Pressure Cleaning of the following:

5/4/21	Pressure washed 6,550 square foot of sidewalk of sidewalk at playground	\$	650.00
--------	--	----	--------

TOTAL AMOUNT DUE: \$ 650.00

Should you have any questions, please contact Rich Whetsel @ (904) 759-8923
or rwhetsel@govmgtstvc.com

Remit Payment

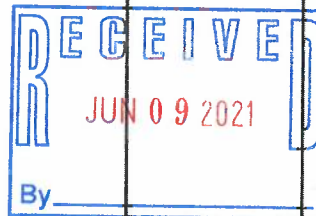
Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 369
Invoice Date: 6/7/2021
Due Date: 6/7/2021
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 May 2021 330.572.3411 73A'	64	25.00	1,600.00



Total	\$1,600.00
Payments/Credits	\$0.00
Balance Due	\$1,600.00

6-7-21
QA

PINE RIDGE CDD
FACILITY ASSISTANT

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
64	Facility Assistant	\$ 25.00	\$ 1,600.00

Covers Period: MAY 2021

GL # 330.572.3411

TOTAL DUE:

\$ 1,600.00

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF MAY 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/21	8	R.W.	Completed daily checklist, returned calls and emails
5/2/21	8	R.W.	Completed daily checklist, returned calls and emails
5/8/21	8	R.W.	Completed daily checklist, returned calls and emails
5/9/21	8	R.W.	Completed daily checklist, returned calls and emails
5/22/21	8	R.W.	Completed daily checklist, returned calls and emails
5/23/21	8	R.W.	Completed daily checklist, returned calls and emails
5/29/21	8	R.W.	Completed daily checklist, returned calls and emails
5/30/21	8	R.W.	Completed daily checklist, returned calls and emails

64

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

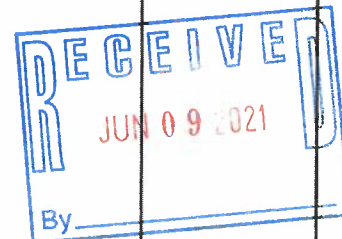
Invoice

Invoice #: 370
Invoice Date: 6/7/2021
Due Date: 6/7/2021
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 May 2021 330.572.3420 73A	164.57	16.00	2,633.12
Total			\$2,633.12
Payments/Credits			\$0.00
Balance Due			\$2,633.12



6-7-21
OR

PINE RIDGE CDD

LIFEGUARDS

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
164.57	Lifeguards	\$ 16.00	\$ 2,633.12

Covers May 2021

GL # 330.572.3420

TOTAL DUE:

\$ 2,633.12

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS FOR MAY 2021

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/21	6.82	R.G.	Lifeguarding
5/1/21	6.8	J.G.	Lifeguarding
5/2/21	5.53	R.G.	Lifeguarding
5/2/21	5.52	J.G.	Lifeguarding
5/8/21	5.75	J.G.	Lifeguarding
5/8/21	5.72	R.G.	Lifeguarding
5/9/21	5.75	J.G.	Lifeguarding
5/9/21	5.75	R.G.	Lifeguarding
5/15/21	5.75	M.N.	Lifeguarding
5/15/21	5.57	R.G.	Lifeguarding
5/16/21	8.02	J.G.	Lifeguarding & In Service Training
5/16/21	8.03	R.G.	Lifeguarding & In Service Training
5/16/21	2.5	M.N.	In Service Training
5/22/21	5.9	M.N.	Lifeguarding
5/22/21	5.73	J.G.	Lifeguarding
5/22/21	6.08	R.G.	Lifeguarding
5/23/21	5.9	M.N.	Lifeguarding
5/23/21	5.7	J.G.	Lifeguarding
5/23/21	5.92	R.G.	Lifeguarding
5/29/21	5.87	M.N.	Lifeguarding
5/29/21	5.63	J.G.	Lifeguarding
5/29/21	5.92	R.G.	Lifeguarding
5/30/21	5.77	M.N.	Lifeguarding
5/30/21	5.78	J.G.	Lifeguarding
5/30/21	5.83	R.G.	Lifeguarding
5/31/21	5.82	M.N.	Lifeguarding
5/31/21	5.53	J.G.	Lifeguarding
5/31/21	5.68	R.G.	Lifeguarding
GRAND TOTAL	<u>164.57</u>		

Additional Attendant/Lifeguards
GL Code: 330-572-3420

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

Invoice #: 371
Invoice Date: 6/7/2021
Due Date: 6/7/2021
Case:
P.O. Number:

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

6-7-21
OK

PINE RIDGE CDD

GATE MONITORS

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
28.2	Gate Monitors	\$ 16.00	\$ 451.20

Covers May 2021

GL # 330.572.3420

TOTAL DUE:

\$ 451.20

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
DECK MONITOR BILLABLE HOURS FOR MAY 2021

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/21	5.92	E.M.	Deck Monitor
5/15/21	5.33	E.M.	Deck Monitor
5/16/21	5.75	E.M.	Deck Monitor
5/30/21	5.67	E.M.	Deck Monitor
5/31/21	5.53	E.M.	Deck Monitor

GRAND TOTAL 28.2

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Riverside Management Services, Inc

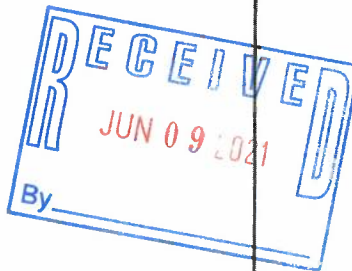
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice**Invoice #:** 366**Invoice Date:** 6/1/2021**Due Date:** 6/1/2021**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 - June 2021 330.572.4620		645.00	645.00
Pool Maintenance Services - June 2021 330.572.4640		1,041.67	1,041.67
Contract Administration - June 2021 330.572.3400		1,776.75	1,776.75
Facility Management - Pine Ridge Plantation - June 2021 330.572.3410		4,545.75	4,545.75

73A


**Total** \$8,009.17**Payments/Credits** \$0.00**Balance Due** \$8,009.1767-21
OK

Riverside Management Services, Inc


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

Invoice**Invoice #:** 372**Invoice Date:** 6/8/2021**Due Date:** 6/8/2021**Case:****P.O. Number:****Bill To:**

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

Description	Hours/Qty	Rate	Amount
Grad Raffle Giveaway - 6/5/21 1. 330.572.601000 Spec event 73A 		539.50	539.50

Total \$539.50**Payments/Credits** \$0.00**Balance Due** \$539.50

6-8-21


GL#330-572-601

6/5/21

Grad Raffle Giveaway

	Actual
Total Expenses	\$539.50
District Checks	\$0.00
TOTAL EXPENSES DUE	\$539.50

Actual

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

Actual

[illegible]

Actual

Entertainment/Arts & Crafts	
10x \$50 Visa Gift Cards	\$539.50
Totals	\$539.50

AMOUNT

	_____ YES	_____ NO	
Payable To:			
Totals			\$0.00



Black Creek Electrical Services Inc.
State Certified EC 13002742
PO Box 186
Middleburg, FL 32050

Phone: (904) 291-7941
Fax: (904) 291-7904
Web: WWW.Blackcreekelectric.com

Invoice
76811
6/16/2021

Printed 6/17/2021

Bill To:

Riverside Management Services
Attn: Freddie Oca
3212 Bradley Creek Parkway
Green Cove Springs, FL 32043

Work: (904) 338-5723
Phone 1: (904) 338-5723

Terms

Net 10

Work Location:

4200 Pine Ridge Pkwy
Riverside Management Services
Attn: Tom
4200 Pine Ridge Pkwy
Middleburg, FL 32068

Start Date: 6/16/2021 Sidewalk street lamps are out behind playground

Date	Product/Service	Description	Price	Qty	Tax	Amount
6/16/2021	Service Call	Service call, local service call area, includes the first half hour of labor	\$99.00	0.00	\$0.00	\$99.00

Subtotal: \$99.00
Tax: \$0.00
Paid: \$0.00
Total: \$99.00

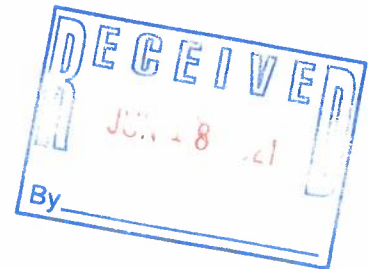
70A

Went out to repair 2 lights, taped photocell and walked the run of lights and they are all working.

Repairs + Maintenance - Field

1. 320. 53800. 46000

[Signature] 6/18/21



Thank You for your business. It has been a pleasure serving you!

All work performed comes with a 1 year warranty on parts and labor (3 years on panels). Warranty services are limited to during normal working hours only. All after hours calls are subject to additional charges. Customer provided parts and fixtures are not included in warranty provisions and are not covered.

Please Pay Promptly. Terms are due upon receipt unless noted otherwise. All balances not paid within 30 days are subject to a late fee which is 1.5% of the balance due per month until the balance is paid in full.

Please Pay From This Invoice



Pine Ridge CDD
GMS-SF, LLC
5385 N Nob Hill Road
Sunrise, FL 33351

June 7, 2021
Project No: 03136.08000
Invoice No: 0198359

Project 03136.08000 Pine Ridge Cdd - Completion Report

Work Description: Review Lot Size with Tax Roll

Professional Services rendered through May 31, 2021

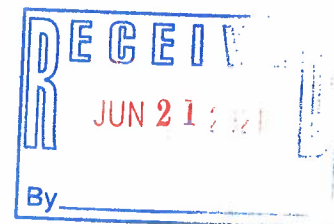
Professional Personnel

		Hours	Rate	Amount
Principal - Vice President				
Ma, Ka Tai	5/29/2021	.50	245.00	122.50
Totals		.50		122.50
Total Labor				122.50

Invoice Total this Period \$122.50

8A

1,310.51300.31100



England-Thimj & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8990 • fax 904-646-9486
CA-00002584 LC-0000316

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

Invoice

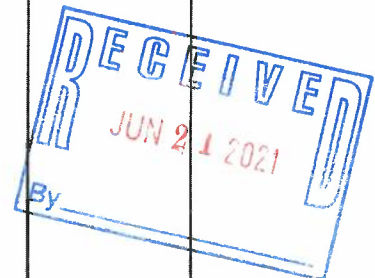
Invoice #: 373
Invoice Date: 6/15/2021
Due Date: 6/15/2021
Case:
P.O. Number:

Bill To:

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

73A

Description	Hours/Qty	Rate	Amount
Facility Maintenance May 1 - May 31, 2021		3,438.77	3,438.77
Maintenance Supplies		1,930.76	1,930.76
Repairs/Replacements - Amenity \$1247.53			
1.330.57200.46100			
General Facility Maint. \$1243.68			
1.330.57200.46000			
Office Supplies \$33.34			
1.330.57200.51000			
Repairs/Maint - Ground \$1663.23			
1.320.53800.46000			
Janitorial supplies \$262.98			
1.330.57200.46201			
Contingencies - Ground \$919.22			
1.320.53800.49000			
Total			\$5,369.53
Payments/Credits			\$0.00
Balance Due			\$5,369.53



6-21-21
CEN

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/3/21	2	L.F.	Playground inspection, tightened nuts and bolts on playground, light inspection, removed rotten wood from entry sign
5/3/21	5	B.H.	Removed dirt from the side of the road, checked covers on outlets, removed debris throughout community, checked and changed all trash receptacles
5/4/21	7	L.F.	Cleaned dirt from gutters on roadway
5/5/21	1	L.F.	Repaired shower on pool deck
5/5/21	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
5/7/21	3	L.F.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways, checked dog stations
5/10/21	3	L.F.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles
5/11/21	8	L.F.	Changed all lights in fitness center, picked up supplies, repaired stacked stone on pillars, changed lights in bathrooms, repaired table in clubroom, cleaned bugs from light fixtures, blew leaves and debris off breezeway and pool deck, checked and changed dog waste receptacles and trash receptacles, cleaned hand soap off walls in men's bathroom
5/12/21	3	F.S.	Checked and changed all trash receptacles, removed debris from amenity center, pool, common areas, playground and roadways
5/13/21	8	L.F.	Inspected all emergency lights, drywall repair, change light in men's bathroom, picked up supplies, blew leaves and debris off pool deck and breezeway, removed debris around amenity center, common areas and roadways
5/14/21	8	L.F.	Inspected fitness equipment, tightened loose bolts on fitness equipment, sanded and re-mudded drywall repair, blew leaves and debris off pool deck, breezeway and walkways, removed debris from pool deck, patio, playground, soccer field, pool deck and amenity center
5/17/21	8	L.F.	Sanded drywall repair, removed debris in common areas, cleaned around dumpster, blew leaves and debris off pool deck, changed light on walkway, checked and changed trash receptacles
5/18/21	8	L.F.	Painted kids room, picked up supplies
5/19/21	8	L.F.	Painted kids room
5/20/21	8	L.F.	Painted kids room, picked up supplies
5/24/21	4	L.F.	Replaced swings in playground, picked up supplies, straightened pool furniture, picked up tool to make repair on playground, blew leaves and debris off pool deck
5/26/21	8	L.F.	Replaced all GFI outlets and light switches in clubhouse bathrooms, replaced American flag, painted bike rack, cleaned graffiti off electrical box, emptied trash receptacles on fields and playground, blew leaves and debris off pool deck, removed debris from pool deck, patio, playgrounds, fields, amenity center and common areas, put away tables and chairs from CDD meeting
5/28/21	3	L.F.	Straightened pool furniture, changed and restocked dog waste receptacles, blew leaves and debris off pool deck and walkways, removed debris from amenity center, pool, common areas playground and roadways, checked and changed all trash receptacles
TOTAL	<u>96</u>		
MILES	<u>177</u>		

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 06/05/21

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	5/6/21	42 Gallon Trash Bags 50ct	31.02	F.S.
	5/11/21	26W Light Bulbs (5)	40.08	L.F.
	5/13/21	Joint Compound	9.51	L.F.
	5/13/21	100 Grit Sandpaper 5pk	6.19	L.F.
	5/13/21	12" Taping Knife	10.30	L.F.
	5/13/21	Swing Replacements	192.12	T.C.
	5/18/21	Pall Liners 6pk	5.50	L.F.
	5/18/21	1 Gallon Interior Paint	41.38	L.F.
	5/18/21	9x3/8 Roller Cover 3pk	12.89	L.F.
	5/18/21	Short Cut Brush (3)	20.25	L.F.
	5/18/21	4 Pack Ink Cartridges - Black, Cyan, Magenta, Yellow (2)	88.53	M.C.
	5/20/21	Extension Pole	28.73	L.F.
	5/20/21	Short Cut Brush	6.75	L.F.
	5/20/21	1 Gallon Paint	37.93	L.F.
	5/21/21	Toilet Paper	33.61	M.C.
	5/21/21	Sprayway Glass Cleaner	9.89	M.C.
	5/21/21	Valve Box	17.23	L.F.
	5/21/21	24" Black Clock (2)	128.80	L.F.
	5/24/21	S Hook (8)	10.86	L.F.
	5/26/21	Wallplate for Light Switch (2)	8.83	L.F.
	5/26/21	Light Switch (2)	45.93	L.F.
	5/26/21	GFCI Outlets 4pk	57.47	L.F.
	5/26/21	Outlet Wall Plates	4.00	L.F.
	5/26/21	Dog Waste Stations (3)	784.05	M.C.
	5/26/21	3x5 American Flag	43.69	L.F.
	6/1/21	Airwick Refill 6pk (2)	24.08	F.S.
	6/1/21	42 Gallon Trash Bags 50ct	31.02	F.S.
	6/2/21	Multifold Towels 16pk/case (2)	58.63	M.C.
	6/2/21	Dog Waste Roll Bags 10 rolls of 200 (2)	135.22	M.C.
	6/3/21	50 lb Concrete	6.30	L.F.
		TOTAL	<u>\$1,930.76</u>	

INVOICE



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

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

Invoice #	575763
Account #	719342
Invoice Date	5/1/2021
Due Date	5/11/2021
Rep	MAS

<p>Invoice Questions: Lakes@lakedoctors.com Payment Questions: Payments@lakedoctors.com</p>

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Management Service (R)	670.00
	Water Mgmt Serv - Additional Area, Lake 11, Added Effective November 2020	100.00
<p>1.320.53800.46400 76A</p> <p>RECEIVED JUN 16 2021 By _____</p>		
Customer Total Balance		\$770.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice
		\$770.00

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 for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

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

Amount Enclosed

Invoice #	575763
Account #	719342
Date	5/1/2021

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at 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 _____

F.

**AGREEMENT BETWEEN PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT AND RIVERSIDE MANAGEMENT SERVICES, INC FOR
FACILITY MANAGEMENT, FIELD OPERATIONS, POOL
MAINTENANCE, LIFEGUARD, GATE MONITOR AND JANITORIAL SERVICES**

This Agreement is made and entered into this 10th day of June, 2021 by and between:

Pine Ridge Plantation Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in Clay County, Florida (hereinafter "District"), and

Riverside Management Services, Inc., a Florida corporation, having offices at 9655 Florida Mining Blvd., Suite 305, Jacksonville, Florida 32257 (hereinafter "Manager").

RECITALS

WHEREAS, the District is desirous of maintaining a high level of competent and economically feasible services for facility manager, field operations, pool maintenance, lifeguard and janitorial services (the "Services"); and

WHEREAS, the District seeks to have the Services provided by Manager; and

WHEREAS, Manager has a background in providing the desired Services and is willing to provide such Services to the District in accordance with this Agreement; and

WHEREAS, the District desires to enter into a contractual relationship with Manager by entering into this Agreement with Manager to provide Services as described in this Agreement.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt and sufficiency of which are hereby acknowledged, the District and Manager agree as follows:

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated by reference as a material part of this Agreement.

2. SCOPE OF SERVICES. Manager agrees to provide the Services as set forth in the Scope of Services set forth in **Exhibit A**, which is attached hereto, and made a part hereof, by this reference. To the extent that any provision of **Exhibit A** conflicts with any provision contained herein, the express terms of this Agreement shall control.

3. COMPENSATION. Manager shall be compensated for providing the Services contemplated by this Agreement as follows:

Facility Manager:	\$57,277 per year
Facility Assistant Manager:	\$19,489 per year
Field Operations Manager:	\$22,388 per year
Pool Maintenance:	\$12,500 per year

Janitorial Service:	\$8,127 per year
Lifeguard Services:	\$17,790 per year
Gate Monitor	\$6,146 per year

Manager shall provide the District with a detailed monthly invoice showing the amounts due and, for work performed on an hourly basis, the number of hours worked. Manager shall keep detailed time records of all personnel and time sheets for all personnel shall be submitted to the District each month. Invoices shall be paid by the District within 60 days of receipt.

4. **PURCHASES.** Any repair, replacement, or other purchase or expense incurred by Manager in excess of five hundred dollars (\$500.00) on behalf of the District must be approved in advance by the District Board of Supervisors (the "Board"). Emergency repairs involving manifest danger to persons or property, or immediately necessary for the preservation or safety of the property, may be made by the Manager without prior District authorization. Notwithstanding this authority as to emergency repairs, it is understood that Manager will, if at all possible, confer immediately with the District representative regarding such emergency expenditures, but in any event as soon as possible after such work begins.

5. **GENERAL PROVISIONS.** The following general provisions shall apply to all services provided for under this Agreement:

- a. Notwithstanding anything else in this Agreement, Manager shall be accountable at all times to the Board for all services provided under this Agreement.
- b. Manager shall employ adequate personnel to discharge its obligations under this Agreement. Manager shall be the employer of such personnel; shall be responsible for all record keeping, salaries, fringe benefits, insurance and other employment-related costs; and shall supervise all such personnel in such manner as Manager deems necessary.
- c. Manager hereby agrees to cooperate with the District Manager and his or her staff with respect to all business with the District.

6. **TERMINATION.** Manager may terminate this Agreement only with cause and by giving the District sixty (60) days written notice specifically alleging the manner in which the District failed to perform its obligations in accordance with the terms of this Agreement. The District may terminate this Agreement, in whole or in part, for cause without any prior notice to Manager. If the District terminates this Agreement for cause, Manager shall immediately, upon notice of termination, remove its personnel and property. The District may terminate this Agreement, in whole or in part, for any reason by providing thirty (30) days written notice to Manager. Upon any termination of this Agreement, Manager shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against Manager.

7. **INSURANCE.**

- A. Manager shall maintain throughout the term of this Agreement the following insurance:
 - (i) Worker's Compensation Insurance in accordance with the laws of the State of Florida.

(ii) Commercial General Liability Insurance with limits of \$1,000,000 (one million dollars) applicable to bodily injury, sickness, or death in any one occurrence and \$1,000,000 (one million dollars) for loss or damage to property in any one occurrence.

(iii) Employers Liability Insurance with limits of \$250,000.

B. The Pine Ridge Plantation Community Development District and its staff, consultants, and supervisors shall be listed as additional insureds on each such policy, and no policy may be canceled during the term of this Agreement without at least thirty (30) days written notice to the District. Manager shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement.

8. INDEMNIFICATION.

A. Manager agrees to defend, indemnify, and hold harmless the District and its officers, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by Manager, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Additionally, nothing in this Agreement requires Manager to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Manager as jointly liable parties; however, Manager shall indemnify the District for any and all percentage of fault attributable to Manager for claims against the District, regardless whether the District is adjudged to be more or less than 50% at fault. Manager further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in section 768.28, Florida Statutes, or other statute.

B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

9. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

10. ENFORCEMENT OF AGREEMENT. In the event that either the District or Manager is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

11. ENTIRE AGREEMENT. This instrument shall constitute the final and complete expression of the agreement between the District and Manager relating to the subject matter of this Agreement.

12. INDEPENDENT CONTRACTOR. Manager and District agree that Manager is and shall remain at all times an independent contractor and shall not in any way claim or be considered an agent or employee of the District. Manager shall be responsible for the payment of all compensation, taxes, and employee benefits and other charges payable with respect to individuals retained to the services contemplated by this Agreement, including, but not limited to, all applicable federal income tax withholding, FICA, FUTA tax, unemployment compensation, and any other taxes or charges imposed by law with respect to such individuals.

13. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and Manager.

14. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and Manager, both the District and Manager have complied with all the requirements of law, and both the District and Manager have full power and authority to comply with the terms and provisions of this Agreement.

15. NOTICES. All notices, requests, consents, and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by Overnight Delivery or First Class Mail, postage prepaid, to the parties, as follows:

A. If to Manager: Riverside Management Services, Inc.
9655 Florida Mining Boulevard West
Building 300, Suite 305
Jacksonville, FL Florida 32257
Attn: Rich Whetsel

B. If to District: Pine Ridge Plantation Community
Development District
475 West Town Place, Suite 114.
St. Augustine, Florida 32092
Attn: District Manager

With a copy to: Hopping Green & Sams P.A.
119 South Monroe Street
Suite 300
Tallahassee, Florida 32301
Attn: District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for Manager may deliver Notice on behalf of the District and Manager. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

16. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and Manager and no right or cause of action shall accrue upon or by reason to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation or other entity other than the District and Manager any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Manager and their respective representatives, successors, and assigns.

17. ASSIGNMENT. Neither the District nor Manager may assign this Agreement or any monies to become due hereunder without the prior written approval of the other. Any assignments attempted to be made by Manager without the prior written approval of the District are void.

18. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. The parties agree that venue shall be in Clay County, Florida.

19. EFFECTIVE DATE. This Agreement shall become effective on October 1, 2021 and shall remain in effect for a period of twelve (12) months; the Agreement may be renewed annually subject to terms agreeable to both parties.

20. PUBLIC RECORDS. Manager understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records and shall be treated as such in accordance with Florida law.

21. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement or any part of this Agreement not held to be invalid or unenforceable.

22. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any of the provisions of this Agreement.

23. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

24. NEGOTIATION AT ARM'S LENGTH. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, all parties are deemed to have drafted, chosen, and selected the language, and the doubtful language will not be interpreted or construed against any party.

25. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement, including, but not limited to, the indemnification provisions set forth in Section 7 above, shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, Florida Statutes, or other statute or law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

{SIGNATURE PAGE FOLLOWS}

IN WITNESS WHEREOF, the parties execute this Agreement on the day and year shown below.

Attest:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

DocuSigned by:

3FE774DC69854A7...
Secretary/Assistant Secretary


Print Name: Ernesto Torres

DocuSigned by:

81362809BFFA403...
Chairperson/Vice-Chairperson, Board of
Supervisors

Date: 6/10/2021

**RIVERSIDE MANAGEMENT SERVICES,
INC.**


Witness

Timothea A. Wright
Print Name of Witness

By: Richard M. Wetsel
Print: Richard M. Wetsel
Its: President

Date: 06/14/2021

Exhibit A: Scope of Services

Exhibit A - Scope of Services**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