

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, July 26, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Lewis	Vice Chairman
Jerry Ritchie	Supervisor
Nelson Nazario	Supervisor

Also, present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Peter Ma <i>by phone</i>	District Engineer
Maria Cranford	Amenity Manager
Tom Chewning	District Operation Manager
Mike Lucas	Basham & Lucas
Jack Montoya	Elected to fill position of Supervisor

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. Ms. Giles recommended the removal Item 6 from the agenda as Mr. Haber had not received information to complete this item.

SECOND ORDER OF BUSINESS

Public Comments

Ms. Giles asked for any public comments on agenda items from anyone attending via Zoom. There were no public comments.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Appointment of New Supervisor to Fill Unexpired Term of Office (Expires 11/2024)

Ms. Giles stated there were three interested candidates. Paul Cassanova introduced himself and explained his background and why he was qualified as a potential Supervisor. Jack Montoya introduced himself and explained his background and why he was qualified as a potential Supervisor. The other candidate was not present at the meeting. Concerns were voiced about the Sunshine Law and conflicts with HOA and CDD Board if Mr. Paul Cassanova were appointed. After Board questioning of candidates and discussion, the motion was made for Mr. Jack Montoya as Supervisor to fill the position.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Appointment of Jack Montoya to Fill Unexpired Term of Office, was approved.

B. Oath of Office to Newly Appointed Supervisor

Ms. Giles performed the oath of office for Jack Montoya as a governmental official and reviewed the Sunshine Law, and Public Records law. Ms. Giles provide a packet on the position. Mr. Haber reiterated the Sunshine Law policy, Records Law, and Conflicts of Interest.

C. Election of Officers, Resolution 2021-06

Ms. Giles stated the Chairman needed to nominate a Vice-Chair. He nominated Jeff Lewis. The motion followed.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Electing Jeff Lewis as Vice-Chairman, was approved.

Ms. Giles stated the following appointments needed approval as officers. She asked that herself be appointed as Secretary, and Mr. Montoya as Assistant Secretary, and other GMS staff be removed from positions.

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On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Resolution 2021-06 Electing Ms. Giles as Secretary, Mr. Perry as Treasurer, Mr. Oliver as Assistant Treasurer, Ms. Powers as Assistant Treasurer, Mr. Torres as Assistant Treasurer, Mr. Laughlin as Assistant Secretary, and Mr. Montoya as Assistant Secretary, and Mr. Hans as Assistant Secretary, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Agreement with AllWeather Contractors for Beam Replacement

Ms. Giles stated at the May 24th meeting the Board selected AllWeather to replace the beam. District Counsel has prepared the agreement and it needs approval. It was stated that the work was to be completed in 14 days. Issue of storing and issues with the beams were discussed. Mr. Haber will update the wording of the agreement.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Agreement with AllWeather Contractors for Beam Replacement, was approved in substantial form with amendments.

FIFTH ORDER OF BUSINESS

Ratification of Work Authorization No. 2 for Basham & Lucas (Parts 3, 5, 6, 7, 8 and 10)

Ms. Giles stated this work authorization was approved at the May 24, 2021 Board meeting.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Work Authorization No. 2 for Basham & Lucas (Parts 3, 5, 6, 7, & 8, was ratified.

SIXTH ORDER OF BUSINESS

Consideration for Down to Earth Proposals for RAH Landscape Project and Monthly Maintenance of the Area

Ms. Giles stated this item had been tabled.

SEVENTH ORDER OF BUSINESS

Discussion of Splash Pad Options

Mr. Lewis reviewed the 3 manufacture designs for the splash pad options. It was narrowed down to Aqua Worx, Vortex, and Fountain People. Estimated \$240,000 costs specifics

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were explained. Discussion ensued on regulations of size, costs, layouts, play features, colors, and other possible options. After discussion, the Board decided to have a special meeting on August 24, 2021 at 6:00 p.m. to make the final selection.

EIGHTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2020 Audit Report

Ms. Giles stated the FY2020 Audit Report was a required audit, performed by Berger, Toombs, Elam, Gaines & Frank. Ms. Giles reviewed the report and highlighted several areas with no findings or recommendations. She stated the report needs acceptance.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Fiscal Year 2020 Audit Report, was accepted.

NINTH ORDER OF BUSINESS

Consideration of Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank

Ms. Giles stated on May 24, 2021 the Board selected Berger, Toombs, Elam, Gaines & Frank to perform the audit.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Audit Engagement Letter from Berger, Tooms, Elam Gaines & Frank, was accepted.

TENTH ORDER OF BUSINESS

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

Ms. Giles stated this change for the public hearing date is from July 20th to July 26th.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2021-07, Ratifying the Change of Public Hearing Date Adopting the Fiscal Year 2022 Budget from July 20, 2021 to July 26, 2021, was approved.

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ELEVENTH ORDER OF BUSINESS

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

Ms. Giles stated reviewed the proposed budget. She noted the Board was able to keep assessments the same for FY22 as they were for FY21 at \$538,283. She asked for any Board comments. Ms. Giles asked for a motion to open the public hearing.

On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, the Motion to Open the Public Hearing, was approved.

Ms. Giles asked for public comments. There were no public comments, and Ms. Giles asked for a motion to close the public hearing.

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with all in favor, the Motion to Close the Public Hearing, was approved.

Ms. Giles stated the resolution needed a motion for approval. The Board approved the proposed budget with no increase in assessments. Ms. Giles noted this was one of several CDD Boards that did not have an increase in assessments. There was some discussion on the decision to not increase the assessments.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2021-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022, was approved.

B. Consideration of Resolution 2021-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022

Mr. Giles noted the resolution is approving the roll and turning into the Clay County Tax Collector’s Office.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2021-09, Imposing Special Assessment and Certifying an Assessment Roll for Fiscal Year 2022, was approved.

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TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted updates on the two legislative sessions that may have impacts on the CDD. One bill was for Board members to get special ethics training, but the bill did not pass. The second was allowing advertisement of meetings on newspaper websites. This one is being reviewed to see how it will affect the CDD.

B. District Manager – Discussion of Fiscal Year 2022 Meeting Schedule

Ms. Giles stated the 2022 meeting schedule is the 3rd Tuesday of the month starting in November.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Fiscal Year 2022 Meeting Schedule, was approved.

C. Engineer

1. Consideration of Work Authorization No. 23

Mr. Ma stated this work authorization was for the engineering improvements to the Amenity Center. He reviewed the specifics of this work authorization. Mr. Lewis had a question about items not include in the pricing. Mr. Ma replied there may some additional work orders may be processed during construction process.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, Work Authorization No. 23, was approved.

2. Ratification of Requisition No. 2 & No. 3 (Series 2020 Project)

Ms. Giles stated these were payments to Hopping, Green & Sams, and Basham & Lucas. Both needed Board approval.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Requisition No. 2 & 3 (Series 2020 Project), was ratified.

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D. Operations Manager**1. Report**

Mr. Chewning went over the Operations Report which was located in the agenda package. He reviewed all completed projects, including the landscaping and Lakes projects.

2. Entry Sign Proposal

Mr. Chewning reviewed the need for proposal on entry sign. After discussion, the Board decided to delay this until next month.

3. Pressure Washing Roof Proposal

Ms. Cranford reviewed the two pressure washing roof proposals. After discussion, the Board ask that Tom and Maria choose a vendor and purchase a pressure washer.

4. Recessed Lighting Proposals

Mr. Chewning reviewed the recessed lighting proposal. American Electrical Contracting, Inc submitted one of the proposals. After discussion the Board decided to table for next month and asked for another bid without the fitness room included.

5. Exterior Painting Proposal

Mr. Chewning reviewed the two proposals for exterior painting. After discussion, the Board decided to wait until after the construction project is finished for a decision on this topic.

E. Amenity Manager

Ms. Cranford noted number of rentals scheduled at 31 and current nonresident memberships at 3. She reviewed all activities that had occurred and all that were scheduled in the future.

THIRTEENTH ORDER OF BUSINESS Public Comments/Supervisor's Requests**Public Comments:**

Comments were provided to Maria about movie set and help if needed. Also commented about the hole in the street. Discussion ensued on repairs and the water main break delays. Comments were made on the changes in Clay County and effects on Pine Ridge. Comments on communication with HOA and asking for assistance.

Comments were made about possible expansion of dog park.

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Supervisor Requests:

Supervisors' comments were made on about the good job GMS Management company is doing.

FOURTEENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the May 24, 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 Minutes of the May 24, 2021 Meeting, were approved.

B. Acceptance of the Minutes of the May 24, 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 May 24, 2021 Audit Committee Meeting, were accepted.

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

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

D. Assessment Receipts Schedule

Ms. Giles noted the receipt schedule was collected at 100%.

E. Approval of Check Register

Ms. Giles presented the check register totaling \$89,669.88.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Check Register for \$89,669.88, was approved.

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F. Ratification of Agreement with Riverside Management Services, Inc. for Facility Management, Field Operations, Pool Maintenance, Lifeguard, Gate Monitor and Janitorial Services

Ms. Giles presented the agreement that only needed ratification.

On MOTION by Mr. Biagetti seconded by Mr. Ritchie, with all in favor, the Agreement with Riverside Management Services, Inc. for Facility Management, Field Operations, Pool Maintenance, Lifeguard, Gate Monitor and Janitorial Services, was ratified.

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – 9/21/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next scheduled meeting is scheduled for September 21, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center. There will also be a special meeting on August 24, 2021 at 6:00p.m. at the Pine Ridge Plantation Amenity Center to discuss and select the Splash Pad.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Marilee Giles

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Secretary / Assistant Secretary

DocuSigned by:

Matt Biagetti

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Chairman / Vice Chairman