

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, November 16, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

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

Also, present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Brian Stephens	Operations 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. There were no public comments.

THIRD ORDER OF BUSINESS

Staff Reports

A. Attorney

1. Publication of Legal Notice

Mr. Haber reported about a change in the law related to the publication of legal notices on newspaper websites. It is not a law that is presently advantageous to the District, but his office will continue monitoring this issue.

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2. Needs Analysis that Districts Providing Wastewater or Stormwater Management Services Must Complete by June 30, 2022

Mr. Haber reported this is a legal change that mandates stormwater needs analysis for all Districts by June 30, 2022. Discussion ensued on the details of this requirement and are included in the attached memo.

3. Prompt Payment Requirements

Mr. Haber reported this requirement will require a change in the current process and noted several changes that will affect the District such as interest on late payments and dispute resolutions. A new resolution will be needed for this change, which his office will provide.

4. Public Records Exemptions for Addresses and Other Information Associated with Certain Officers, Judges, etc.

Mr. Haber reported that certain individuals are exempt from public record requirements and there are steps they need to take to take advantage of the exemption.

B. District Manager

Ms. Giles noted the construction documents are provided to the Board. Compliments were made to Mike Lucas for his work. The Board requested a full size set of construction documents to be provided for the amenity center.

C. Engineer – Ratification of Requisition 7 (Series 2020 Project)

Ms. Giles asked for a motion for ratification.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Requisition 7 (Series 2020 Project), was ratified.

D. Operations Manager

1. Report

Mr. Stephens reviewed the Operations Report and updated the Board on all completed projects to include pest control and Fitness Pro Maintenance inspections, pressure washing, and replacement of ceiling fans.

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2. Landscape Quality Inspection Report

Mr. Stephens presented the landscape and irrigation report from Down to Earth which can be found in the agenda package. Pine straw and mulching has started and should be completed by mid-November.

3. Discussion of Lake Doctors Proposal to Add 2 Additional Lakes

Mr. Stephens discussed the agreement with Lake Doctors for adding new additional lakes.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, the Proposal to add 2 additional lakes to the Lake Doctors Agreement, was approved.

4. Discussion of New Ceiling Fan Proposals

Mr. Stephens reviewed the new ceiling fan proposals with specifics on the fans. The Board reviewed the choices and asked that staff select the top 3 choices for fan replacements.

E. Amenity Manager

1. Discussion of Fitness Room HVAC Proposal

Ms. Cranford reviewed the fitness room HVAC proposal. Ms. Cranford discussed the company issues and other issues such as mold. Board discussion included having this proposal include split control options for the center and office space. Ms. Cranford will look into this option.

2. Discussion of Adding Cameras to the New Area for the Tennis/Basketball Courts

Ms. Cranford noted she is waiting to hear on pricing for adding cameras and hopes to have it by the December meeting. She also discussed the pool slide and tower repairs to include the costs and specifics of the project. After discussion the Board decided to look into other vendors and options.

FOURTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Public Comments:

There were no members from the public present at the meeting.

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Supervisor Requests:

Question was asked about another play area in the new phase. Board discussion ensued on this as a possible proposal and what the costs would be and how to do this with the budget. Board also asked about the construction documents for expansion project and timelines.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending October 31, 2021

Ms. Giles noted the financials were for the period ending October 31, 2021.

B. Assessment Receipts Schedule

Ms. Giles noted the receipt schedule was collected at 100% for FY 2021.

C. Approval of Check Register

Ms. Giles presented the check register totaling \$38,734.45

D. Ratification of Agreement with All Weather Contractors, Inc. for Repair and Improvement Services

Ms. Giles presented this agreement.

On MOTION by Mr. Biagetti seconded by Mr. Nazario, with all in favor, the Consent Agenda, was approved.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting – 12/13/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next scheduled meeting is scheduled for December 13, 2021 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

SEVENTH ORDER OF BUSINESS

Adjournment

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

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DocuSigned by:

Marilee Giles

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Secretary / Assistant Secretary

DocuSigned by:



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Chairman / Vice Chairman