

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, January 18, 2022 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
Peter Ma <i>by phone</i>	District Engineer
Maria Cranford	Amenity Manager
Brian Stephens	Operations Manager
Mike Lucas	Basham & Lucas Design Group Inc.
Paul Hoffman	Hoffman Commercial Construction LLC
Joe Crespi	Down to Earth

**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.

January 18, 2022

Pine Ridge Plantation CDD

**THIRD ORDER OF BUSINESS**

**Consideration of Proposals for Recreation Facility Expansion Project**

Ms. Giles noted one bid was received. She reviewed the amount in the construction account. The Board was reminded of bills that need to be paid as they reviewed the options and reviewed all bid options to included 1 or 2 pools, splash pad, parking lots, ball fields, and pricing. The parking was discussed with details on how much parking spaces it would include. All options, pricing, and timelines were reviewed and discussed as well as the current budget concerns. After discussion the Board made the decision to go with the bids that include splash pad, parking and new courts. (Base bid #3, Splash pad, Alternative #1, Parking lot, and Alternative #4 New Courts w/out lights.)

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with all in favor, the Proposal for Base Bid #3 Splash Pad, Alternate #1 Parking Lot, and Alternate #4 New Courts, was approved.

After the vote there was continued discussion on clearing the land, sodding, grading, adding a fence, sidewalk, sand volleyball, picnic tables and other options for property usage.

**FOURTH ORDER OF BUSINESS**

**Consideration of Work Authorization No. 09A from England-Thims & Miller for Stormwater Needs Analysis**

Ms. Giles reviewed the work authorization 09A for the stormwater needs analysis. She noted this was a requirement by statute and reviewed the rates for the Board. Mr. Haber added comments on the requirement and asked for questions. Mr. Ma added comments.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, the Work Authorization No. 09A From England-Thims & Miller for Stormwater Needs Analysis, was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing further to report.

**B. District Manager**

Ms. Giles had nothing further for the Board, the next item followed.

January 18, 2022

Pine Ridge Plantation CDD

**C. Engineer – Ratification of Requisitions 12–15 (Series 2020 Project)**

Ms. Giles reviewed the requisitions and asked for a motion to ratify. She noted the requisitions and the totals for each. Requisition #12 to HGS for \$1,906.50, Requisition #13 to England-Thims for \$265.50, Requisition #14 to Basham & Lucas for \$781.14 and Requisition #15 to England-Thims for \$22,471.72.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Requisitions 12-15 (Series 2020 Project), were ratified.

**D. Operations Manager****1. Report**

Mr. Stephens reviewed the Operations Report on projects completed to include the men's pool restroom, light poles to the playground, and the pond banks.

**2. Landscape Quality Inspection Report**

Mr. Stephens noted the items in the package and that Down To Earth would go up 26% on annual landscape contract. He added they agreed to do 2 installments. Specifics of the increased costs and the annual changes were discussed. The Board discussed these costs to include the personnel costs and the effects on the current budget. Ms. Giles discussed the amount in the budget and there was not enough to handle the entire increase. After discussion they agreed to funding a portion now, and the remainder in the next budget.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Paying Down To Earth the 16% Increase on the Annual Contract and 10% Added to the Next FY Budget, was approved.

**3. Discussion of New Ceiling Fans Proposals**

Ms. Cranford reviewed the quotes for the 17 new ceiling fans at \$2,193 and the quote for Beacon Electrical to install for \$850. After discussion the Board agreed to approve this for a not to exceed of \$3,500.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Ceiling Fan Install Not to Exceed \$3,500, was approved.

January 18, 2022

Pine Ridge Plantation CDD

**4. Discussion of Pool Slide and Tower Repairs**

Mr. Stephens and Ms. Cranford reviewed the proposal on the slide restoration. After discussion the Board agreed to a not to exceed of \$32,000.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, to Authorize the Staff to Work with the Safe Slide Restoration with a Not To Exceed of \$32,000, was approved.

**E. Amenity Manager**

The Amenity Manager reviewed the monthly report and updated the Board on events and other ongoing projects.

**SIXTH ORDER OF BUSINESS**

**Public Comments/Supervisor’s Requests**

**Public Comments:**

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

**Supervisor Requests:**

Mr. Ritchie asked about the 5 poles in the center of the tennis courts and the installation process was explained.

**SEVENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the November 16, 2021 Meeting**

Ms. Giles presented the meeting minutes and asked if there were any questions. The Board had no changes to the minutes.

**B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending December 31, 2021**

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

**C. Assessment Receipts Schedule**

Ms. Giles noted the receipt schedule was collected at 96%

**D. Approval of Check Register**

Ms. Giles presented the check register totaling \$147,054.72.

January 18, 2022

Pine Ridge Plantation CDD

On MOTION by Mr. Biagetti seconded by Mr. Montoya, with all in favor, the Consent Agenda Items, were approved.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 3/15/22 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Ms. Giles stated the next scheduled meeting is scheduled for March 15, 2022 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:

*Marlee Giles*

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Secretary / Assistant Secretary

DocuSigned by:

*Matt Biagetti*

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Chairman / Vice Chairman