

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, March 15, 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 <i>by phone</i>	Supervisor

Also, present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Jerry Lambert	RMS
Jay Soriano	GMS
Travis Jacques	RMS
Joe Crespi	Down to Earth
JD	Down to Earth

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. Four Board members were present constituting a quorum. One Board member attended via phone.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Lambert introduced himself to the Board and spoke about the goals of his company. He asked for any questions or concerns from the Board. Mr. Soriano also introduced himself to

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the Board as the Operations Manager and gave an overview of his role and background. Mr. Jacques also introduced himself to the Board.

Ms. Giles asked for any public comments on agenda items. There were no public comments.

THIRD ORDER OF BUSINESS Open Items

A. Ceiling Fans

Ms. Giles noted this was the new format. Ms. Cranford reviewed the bid process.

B. Pool Slide

Ms. Cranford reviewed the options for pool slide maintenance plans. The Board asked for an extension of the warranty and discussed the proposal process. She noted there was not a structural issue at this point. The Board discussed the payment plan and Ms. Cranford will update the Board on options to move forward.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Safe Slide Restoration Option B Yearly Protection Plan for \$4,675 for the Pool Slide, was approved.

C. Sign at Entryway

Ms. Cranford discussed the county denying the request for the sign at the entryway. She discussed pressure washing and cleaning up the area.

D. Slide Tower

Ms. Cranford stated they were looking at the slide tower and options they were exploring for repair. Ms. Cranford will explore other repair options.

E. Fitness Room HVAC

Ms. Cranford stated she was able to obtain two quotes in addition to the one they had. She reviewed the quotes received and the pricing. She added at this time it is working and may not need to be fixed right now. Discussion ensued on the price increases if the system goes out.

The approval of emergency spending was discussed so that emails did not have to go out to the Board. Ms. Giles noted they did not have on record an approval amount or threshold for

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Ms. Cranford. After discussion the Board authorized Ms. Cranford with a threshold of \$2,500 for spending.

F. Irrigation Map

Ms. Cranford updated the Board on the irrigation maps process. Down to Earth representatives reviewed the previous agreement and discussion was held on how to move forward. The Board discussed the expectations of having the boxes listed on the map and the specifics of what should be on the irrigation map. The Board discussed having the staff work with Down to Earth to finalize the changes to the contract and update the Board. Mr. Lewis will send email for updates.

G. Carpet Care Tile Quote

Ms. Cranford reviewed the Carpet Care quote options. After discussion the Board approved Ms. Cranford to make the decision and make the purchase.

FOURTH ORDER OF BUSINESS

Consideration of Retention and Fee Agreement with Kutak Rock LLP

Mr. Haber reviewed the attached agreement with Kutak Rock, LLP. He noted the fees were the same as his prior firm and were included in the agenda. He reviewed the CDD Expense Reimbursement Policy.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Retention and Fee Agreement with Kutak Rock, LLP, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Instructing Clay County Supervisor of Elections to Conduct the General Election

Ms. Giles stated the resolution was included in the agenda and will ensure Clay County Election Office will conduct the upcoming general election in November. This term is for four years and will assume the second Tuesday. She added the two seats that are up for election are Seat #1 (Mr. Ritchie) and Seat #3 (Mr. Lewis). She reviewed the qualifying period and specifics of the process.

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On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2022-03, Instructing Clay County Supervisor of Elections to Conduct the General Election, was approved.

SIXTH ORDER OF BUSINESS

Ratification of Requisitions (16-19)

Ms. Giles noted that requisitions 16-19 were included in the agenda package. The Board had no questions.

On MOTION by Mr. Montoya, seconded by Mr. Nazario, with all in favor, Requisitions 16-19, were ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted the finalized agreement with Mr. Hoffman for construction has been executed and copies of the insurance have been provided.

B. District Manager

Ms. Giles noted that Mr. Ritchie had requested the large drawings for the upcoming project. She added those were requested and they were awaiting the changes to be sent to them. She asked that any questions be forwarded to her. She asked that the Board let her know who would be in attendance for the workshop in April for the pre-construction planning session with Hoffman Commercial Construction and DTE landscape improvements. Ms. Giles noted when she gets a definite date, she will forward to the Board. Mr. Haber reviewed the Sunshine Law for this meeting.

C. Engineer

There were no updates provided.

D. Operations Manager

1. Report

Mr. Jacques reviewed the Operations Report.

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2. Landscape Quality Inspection Report

Mr. Jacques provided updates on the landscape inspection report. There was discussion on tree replacements, sodding and pine straw installation. Other landscaping updates, changes, options, and costs were discussed. Service days for landscaping were discussed.

E. Amenity Manager – Report

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

EIGHTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Public Comments:

There were no public comments.

Supervisor Requests:

The Board discussed the costs for trenching, restoration and landscaping issues with construction process. Discussion ensued on saving options and scope for the upcoming projects. Continued Board discussion about the appropriate address, email address, and contacts for public access.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the December 13, 2021 and January 18, 2022 Meetings

Ms. Giles presented the meeting minutes for both December 13, 2021 and January 18, 2022 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 February 28, 2022

Ms. Giles noted the financials were for the period ending February 28, 2022.

C. Assessment Receipts Schedule

Ms. Giles noted the receipt schedule was collected at 98%.

D. Approval of Check Register

Ms. Giles presented the check register totaling \$102,362.08.

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

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 5/17/22 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for May 17, 2022 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center. She added there will be a workshop for a day in April to be determined.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, 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