

MINUTES OF MEETING  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

The workshop meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Monday, April 18, 2022 at 2:00 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
Maria Cranford	Amenity Manager
Jay Soriano	GMS
Travis Jacques	RMS
Paul Hoffman	Hoffman Commercial Construction
George Mosley	Hoffman Commercial Construction
Joe Crespi	Down to Earth
JD Davis	Down to Earth

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Giles called the meeting to order at 2:00 p.m. Five Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comments** *(Regarding Agenda Items Listed Below)*

Ms. Giles noted there were copies of the agenda provided and there were no members of the public present.

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**THIRD ORDER OF BUSINESS****Pre-Construction Planning Session with Hoffman Commercial Construction**

Mr. Hoffman reviewed the staff that will work on the construction site. Mr. Mosley will be on site. Ordering material and color selection was discussed and the Board appointed Maria Cranford to make color decisions. A pre-construction meeting was discussed including building permit costs, pool enclosure, design changes for electrical engineer and adding a third parking light pole, hose bibs at the courts, staging and logistics plan, establishing a DM as the point of contact for Hoffman Construction with the District, and a change order is necessary to add pole base to the courts. The Board directed staff to obtain a proposal from Clay Utility to add a meter for the courts. They will be closing off the sidewalks and irrigation lines along the sidewalk in construction area and gopher tortoise borrows. Ms. Giles requested having a set of drawings for the amenity center.

A construction site walk was conducted around the site and a preliminary count completed of gopher tortoise borrows. The schedule is to begin mobilization on June 1, 2022. The construction fence at the pool area and demolition at pool areas to be the first tasks. The goal is to have all permits by April 20, 2022.

**FOURTH ORDER OF BUSINESS****Down to Earth Landscape Improvements**

Ms. Giles noted the Board needed to consider the Down to Earth landscape improvements. She added this was a workshop, and no decision was to be made. Down to Earth reviewed the improvements to include the soil sample result process that had been requested. It was noted they were awaiting results and those would be sent to the Board. The proposal was reviewed to replace the grass, replace trees, other plantings, and monuments.

**FIFTH ORDER OF BUSINESS****Public Comments / Supervisor's Requests**

Concerns were addressed about littering of property and safety issues. It was suggested that they get no trespassing signs to help with safety issues. Ms. Giles suggested asking the off-duty patrol to add this to their duty. Ms. Cranford commented about the possibility of replacing gym machines for \$3,500.

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**SIXTH 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. Ms. Giles reminded the Board of the FY23 budget process. She noted they will approve the budget at the May 17, 2022 meeting and adopt the budget at the July 19, 2022.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Giles stated the adjournment would occur outside after the walk-through was completed.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Meeting was adjourned at 3:48 p.m.

DocuSigned by:  
*Marilee Giles*  
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Secretary / Assistant Secretary

DocuSigned by:  
*Matt Biagetti*  
81382509BFFA403  
Chairman / Vice Chairman