

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, May 17, 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
Jack Montoya	Supervisor

Also, present were:

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

SECOND ORDER OF BUSINESS

Public Comments

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

May 17, 2022

Pine Ridge Plantation CDD

THIRD ORDER OF BUSINESS

Open Items

A. Ceiling Fans

Ms. Cranford commented on the completion of the ceiling fans.

B. Sign at Entryway

Ms. Cranford noted the county is still denying the request for the entryway sign. She will continue to work on this project.

C. Slide Tower

Ms. Cranford stated there were no new updates on the slide tower.

D. Irrigation Map

Ms. Cranford updated the Board on the irrigation maps. Items B, C, and D will remain on the Action Item List, the ceiling fans will be removed.

FOURTH ORDER OF BUSINESS

Ratification of Hoffman Change Order No.

1

Mr. Haber reviewed Hoffman Change Order No. 1. The Board had no questions. Ms. Giles asked for a motion to ratify the change order.

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Hoffman Change Order No. 1, was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Fitness Pro Proposal for Treadmills

Ms. Giles asked for ratification of the Fitness Pro proposal for treadmills.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, the Proposal for Treadmills from Fitness Pro, was ratified.

May 17, 2022

Pine Ridge Plantation CDD

SIXTH ORDER OF BUSINESS

Consideration of Proposal from Riverside Management Services for Amenity Management Facility Assistant, Field Management, Lifeguards, Gate Monitors, Pool Maintenance and Janitorial Services

The proposal from Riverside was reviewed with the increase including an 8% increase for staffing.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Proposal from Riverside Management Services Management for Amenity Management Facility Assistant, Field Management, Lifeguards, Gate Monitors, Pool Maintenance, and Janitorial Services, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Approving the Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing Date for Adoption

Ms. Giles noted this resolution will approve the proposed budget for FY2023. Once the budget is approved a copy will be provided to Clay County as required by Florida statutes. She suggested the public hearing date be set for July 19, 2022. The proposed budget is included in the agenda package on page 17. Ms. Giles reviewed the specifics of the budget. She noted a capital reserve study dated 2014 and a copy of this is provided to the Board. She reviewed the study and noted it would need to be updated at some point. The proposed budget includes an increase in assessments for the homeowners due to rise in cost for all services, products, labor costs, and fuel inflation. The proposal increases homeowner assessments by \$17/month. She noted that this is a total of \$207/year. There was discussion on the increase, and it was noted the last time assessments were raised in the community was in FY15. It was added almost all vendors have an increase with inflation.

After some discussion, the Board approved. It was noted that notices were required to be sent to homeowners due to the increase. It was noted the landscaping is the largest increase.

May 17, 2022

Pine Ridge Plantation CDD

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2022-04 Approving the Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing Date for Adoption for July 19, 2022 , was approved.

EIGHTH ORDER OF BUSINESS**Ratification of Requisitions (20-26)**

Ms. Giles stated that requisitions 20-26 needed ratification. These start on page 33. The Board had no further questions. The requisitions were associated with the bond refinancing.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Requisitions 20-26, were ratified.

NINTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Haber noted updates on the new law allowing CDD's to advertise hearings on websites.

B. District Manager – Report on Number of Registered Voters (1,397)

Ms. Giles noted the District is required annually to announce the number of registered voters residing in the community as of April 15th. The letter from the Supervisor of Elections notes that Pine Ridge Plantation has 1,397 registered voters residing in the District.

C. Engineer**1. Stormwater Needs Analysis**

The District Engineer reviewed the work needed to finalize the stormwater report. Mr. Soriano will work with Mr. Ma to complete this report. The report is due June 30, 2022. He noted a copy will be provided at the next meeting.

D. Amenity & Operations Manager**1. Report**

Ms. Cranford updated the Board on recent amenity activity to include event cleaning of tile and grout, pool part replacements, new ceiling fan installment, painting. Mr. Jacques reviewed the Operations Report.

May 17, 2022

Pine Ridge Plantation CDD

2. Landscape Quality Inspection Report

Mr. Jacques updated the Board on recent inspections. Down to Earth discussed the proposal and the scope of service that had been outlined for the agreement. They noted signatures were needed. Ms. Giles added a date needed to be nailed down. Discussion ensued on the need for valve boxes and irrigation maps with timers and meters. Other needs were discussed such as pine straw, sprinkler head repair, sod replacement, weeding, depression repair, irrigation systems, and the palms in the roundabout.

3. Fitness Pro Proposal for Repairs

Ms. Cranford noted there were some wear and tear on machines and some repair was needed and the quote was for \$928.60. Ms. Giles commented on an email sent to the Supervisors from Ms. Cranford on the delay on construction to the 1st week in July from Hoffman.

Another comment on electrical work and another meter to be dropped from the parking lot expansion to the tennis courts. It was noted this was a quote of \$2000 for the meter work. It was noted Hoffman sent an email with an extended change order for credit for \$43,000. Ms. Giles added this could be ratified at the next meeting. Switches were discussed as a need. Lighting utility on streetlights were discussed further.

TENTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

Public Comments:

- Comments on tennis courts and fitness center equipment
- Comments on electrical costs and needs
- Additional comments on splash pad and overcrowding at pool
- Difference in HOA and CDD amenities were discussed
- Property maintenance/county meetings

Supervisor Requests:

Supervisor comments regarding signage

ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the March 15, 2022 Meeting

Ms. Giles presented the meeting minutes for the March 15, 2022 meeting and asked if there were any questions. The Board had no changes to the minutes.

May 17, 2022

Pine Ridge Plantation CDD

B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2022

Ms. Giles noted the financials were for the period ending April 30, 2022.

C. Assessment Receipts Schedule

Ms. Giles noted the receipt schedule was collected at 99%.

D. Approval of Check Register

Ms. Giles presented the check register totaling \$70,184.41

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

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – 7/19/22 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for July 19, 2022 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary / Assistant Secretary

DocuSigned by:
Matt Biagetti
81382509BFFA403
Chairman / Vice Chairman