

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 Tuesday, August 2, 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	District Counsel
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 6:00 p.m. Five Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments

Ms. Giles noted that copies of the agenda were provided for the public. She asked for any public comments on agenda items. One member of the audience made a comment on the budget increases and notifications. He also commented on the trees along the parkway. There was

August 2, 2022

Pine Ridge Plantation CDD

discussion of the types of trees that do well in the area and taking soil samples to determine what will grow well.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Ms. Giles stated the notice of the public hearing was published.

**Agenda items on Hoffman Constriction and Item IX and X were moved to the beginning of the meeting*

• Construction Project Update from Hoffman Commercial Construction

Ms. Cranford asked for updates. Mr. Hoffman commented on safety and clean ups. Ms. Cranford noted the fence had blown over and discussion ensued on options for corrections. He added comments on the Splash pads, pool contractor, plumbing, transformer, electrical work updates, tennis court updates, and the parking lot project. Other comments were made on landscaping, irrigation, damage control, and security. Mr. Soriano commented on fence replacement. There were comments on costs of the projects.

FOURTH ORDER OF BUSINESS

Open Items

A. Transfer of Taking Permit

Ms. Cranford stated there were 45 tortoises that needed re-locating. She summarized the transfer of a total of 45 and noted there were 10 adult female, 1 adult male, 18 sub adult and 15 juvenile and 1 small one. She noted they had all been re-united, and photos were taken. Ms. Cranford clarified the total cost for this Taking Permit was cost was \$13,500. Ms. Giles asked for Board permission to remove this from the Open Items.

B. Sign at Entryway

Ms. Cranford noted there were no updates on the entryway sign.

C. Slide Tower

Ms. Cranford stated there were no new updates on the slide tower. She had reached out for another contract from Mr. Hoffman but has no costs. She will continue to follow-up and reach out to other vendors.

August 2, 2022

Pine Ridge Plantation CDD

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.

FIFTH ORDER OF BUSINESS**Acceptance of Fiscal Year 2021 Audit Report**

Ms. Giles reviewed the audit report that was required annually for all Districts. The financial report was provided by Berger, Toombs, Elam, Gaines and Frank ending in September 2021. She pointed out several items in the report concluding there were no findings or recommendations, and this is a clean audit with complete compliance.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, the Fiscal Year 2021 Audit Report, was accepted.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2022-05, Resetting the Public Hearing Date to Adopt the Fiscal Year 2023 Budget**

Ms. Giles noted this resolution resets the public hearing date from what was noticed originally for July 19th. She added there was an error and that is why there was a change. The newspaper agreed to pay for the publishing and offered future discounts.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Resolution 2022-05, Resetting the Public Hearing Date to Adopt the Fiscal Year 2023 Budget, was approved.

SEVENTH ORDER OF BUSINESS**Fiscal Year 2023 Budget Matters****A. Overview of Budget**

Ms. Giles provided an overview of the FY 2023 budget. She noted the Board had approved the proposed budget at the last meeting. She stated the proposed budget is an increase for assessments by \$17/month due to rising cost and inflation. She added last year assessments were \$777 and the proposed is \$984 with an increase of \$207. She noted the District had not raised assessments since 2015. She was asked to explain the increase. She noted that the O&M is for pool, landscaping and amenities and noted this fluctuates every year. She explained the debt services as a different payment for homeowners. Further discussion was held on the

August 2, 2022

Pine Ridge Plantation CDD

amortization schedule being like the homeowners financing schedules, mortgages and financing of bonds and interest rates. Ms. Giles gave contact information for residents to contact her office for further information. It was noted that residents had received notices for the increase.

B. Public Hearing to Consider the Adoption of the Fiscal Year 2023 Budget

Ms. Giles noted the public hearing was an opportunity for the residents to be heard. She described the process for the public hearing and the Board's decision to adopt or make changes. She then asked for a motion to open the hearing.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Opening the Public Hearing, was approved.

Ms. Giles asked for any further questions on the budget. She covered the budget page by page. She noted the expenditures column line by line and the increase in each line item for the proposed budget. There was a total increase of \$4000 for Administrative costs. She explained the amenity center had a significant increase of about \$35,000 with insurance increases. Discussion ensued on specifics of insurance costs. Ms. Giles further discussed rules, breaking rules and Board's right to suspend residents from amenity center. A question was asked on ball courts and the installation costs, electrical cost in the budget. Further discussion was held on how funds are carried over and reserves. Ms. Giles gave information on Clay County website for further information. She discussed further changes in budget line items to include ground maintenance with an increase of \$24,000, the capital reserve increase based on the reserve study. She explained the capital reserve study process. Questions were asked about the roads and construction. A resident asked about the financial status of the District. Ms. Giles replied this District was in great shape, was well organized, and had a great Board and residents.

Ms. Giles asked for a motion to close the public hearing at this time.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, Closing the Public Hearing, was approved.

C. Consideration of Resolution 2022-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023

Ms. Giles asked for any guidance from the Board and asked for a motion.

August 2, 2022

Pine Ridge Plantation CDD

The Board discussed the options on the fence and decided on Option 4 with spear tops. They discussed which option would bring them up to code and provide security.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Change Order #5 with Option #4 with Spears for \$52,968, was ratified.

Ms. Giles stated this Change Order #9 is on the drawings.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Change Order #9, was ratified.

Ms. Giles stated this Change Order #10 this is the 2 additional concrete projects.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Change Order #10 for \$4959, was ratified.

ELEVENTH ORDER OF BUSINESS Ratification of Requisitions (27-31)

Ms. Giles stated that requisitions 27-31 needed ratification by the Board. The requisitions have an attached invoice.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, Requisitions 27-31, were ratified.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber noted there was nothing further to report.

B. District Manager – Discussion of Fiscal Year 2023 Meeting Schedule

Ms. Giles noted the meeting schedule is suggested as the current schedule. She clarified the next meeting is September 20th. The Fiscal Year 2023 schedule starts in October.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Fiscal Year 2023 Meeting Schedule, was approved.

August 2, 2022

Pine Ridge Plantation CDD

C. Engineer – Work Authorization No. 23 for Master Infrastructure Improvements for Amenity Center Enhancements

Ms. Giles noted this work authorization related to the construction project.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Work Authorization #23 for Master Infrastructure Improvements for Amenity Center Enhancements, was approved.

D. Amenity & Operations Manager

1. Report

Ms. Cranford updated the Board on the completed items and the community events. This report is attached to the agenda package for details.

2. Down to Earth Proposals for Tree Trimming

Ms. Cranford updated the Board on the proposals for tree removal and trimming. It was noted there were 5 trees that needed attention and reviewed the specific locations and issues with each. After discussion the Board decided this was within Ms. Cransford’s threshold of spending. The Board did ask a question on the locations.

3. Keatings Communications Proposals

Ms. Cranford updated the Board on the proposals from Keatings Communication for installation of cameras. She reviewed the specifics of each camera and other proposals as well. Discussion ensued on upgrades that would be provided every 5 years. Ms. Giles noted the terms of Annual payments on cloud-based service is \$3,240. Mr. Soriano explained the annual payment. The total cost was questioned, and the Board asked that Ms. Cranford explore the proposal quote further. Ms. Cranford noted \$9,625 for items as a part of the quote. Overall, there was confusion of the proposals and a total of \$29,685.73 that was unclear. After discussion there was some concerns about the total costs and breakdowns of the billing and wanted Mr. Lewis to work with staff to determine actual total costs.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, the Proposals from Keatings Communication and A Not To Exceed Amount of \$16,000 and Authorize Supervisor Lewis to Work With Staff, was approved in substantial form.

August 2, 2022

Pine Ridge Plantation CDD

4. Convergent Technologies Proposal for Ball Court Access Control

Ms. Cranford updated the Board on the proposal from Covergint for work to provide and install access control on 2 gate entrances to the new basketball court and the tennis/picketball courts. The scope of work was discussed for a total of \$9,916. Ms. Cranford noted the timeline at about 20-24 weeks. Ms. Giles recommended approval in substantial form and Mr. Lewis to work with staff.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Proposal from Convergent Technologies with a Not To Exceed of \$10,000 and to Authorize Supervisor Lewis to Work with Staff, was approved in substantial form.

5. Landscape Quality Inspection Report

Mr. Soriano updated the Board on the landscape report. He noted there were 3 items for review to include a Control box structure for utilities and he has a quote for \$6500 that has been received with certifying utilities was for \$4,500. He has not received a signed agreement back as of now. He asked for either approval with a Not To Exceed amount or waiting until next month for ratification. The Board agreed to proceed with a not to exceed amount of \$4,500

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Proposal for Certifying Utility Services with a Not To Exceed of \$4,500 and to Authorize Supervisor Lewis to Work with Staff, was approved in substantial form.

Mr. Soriano noted the light installation with Clay Electric had issues with power. He added they repaired, but there are still issues they will repair and replace as needed. The Board need no action.

Mr. Soriano commented on the irrigation map. He reviewed the meeting discussions from November 2019 and noted the specific issues and irrigation repairs and landscape scope. He added the agreement he received does not match needs. He noted the Board needs to adjust and finalize the scope and agreement contract. He added they are in a contract until March of 2023 with a 16% down payment and no signed contract. He stated the new contract and another 10% on October 1st. The schedule of 4 times/year versus 6 times/year was discussed. The Board would need to determine what is best.

August 2, 2022

Pine Ridge Plantation CDD

He added a concern with the contract on tree trimming is now at 14 feet over the roadways. Discussion ensued on sidewalks at the length of trimming there, HOA, homeowners & CDD responsibilities. Palm pruning was discussed, and the needs are not correct in the agreement. Further discussion ensued on other concerns that are not being covered in the current contract, the RFP, and the scope of services that were outlined. The change of scope was discussed as well as the price increase of 26%. The Board commented they should not move forward and that no price increase should be adjusted until after March of 2023 and the change of scope is updated or completed. The Board commented a new bid threshold is \$195,000.

Board discussion continued on the current agreement to pay the increase of 16% as of January 1st and the concerns with scope of services and a revised RFP contract to meet the needs. It was agreed there needs to be an understanding of the terms of the agreement. Board member asked the representative how the company would respond to this issue. The Board stated the RFP stands and if the company cannot fulfill, they will come back and address the issue of the contract. The company will continue with the current work.

THIRTEENTH ORDER OF BUSINESS Other Business

Mr. Haber noted a letter was received on July 22nd from the Clay County Utility Authority seeking approximately \$20,000 for connection and associated fees for splash pad. He noted after discussion with a Clay County Authority Representative this price was the going rate. He added this was a one-time fee. Discussion ensued on the rates and signed agreement. Mr. Haber recommended the Board approve in substantial form and authorize the Chair to work with staff to finalize the amount in a not to exceed amount of \$20,550.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Agreement with Clay County Utility Authority with a Not To Exceed Amount of \$20,550 and Authorize the Chair to work with Staff, was approved in substantial form.

Ms. Cranford updated the Board on the colors of the basketball court and asked for input. Mr. Mosley discussed with the Board the different color options, the wear and tear on the court, and the colors that would hold up best. After discussion the Board decided to have the company send digital versions for Board viewing and then seek community input. No decision was made.

August 2, 2022

Pine Ridge Plantation CDD

**Supervisor Ritchie left the meeting at 8:56.*

FOURTEENTH ORDER OF BUSINESS Public Comments/Supervisor's Requests**Public Comments:**

There were no member of the public present.

Supervisor Requests:

- Supervisor commented on internal mechanism dated 5.7.2020. He added it's been 2 years since first check was sent and stated they should have known about the issue with the RFP. Continued discussion was on the stance of the company.
- Supervisor noted their agreement does give them the right to terminate with 90-day notice. They are not bound until March 2023. It was also noted the District could terminate for cause immediately with the District could terminate in 30 days.
- Supervisor noted it could have been faced over 2 years ago. Legal steps were discussed. Discussion continued on the contract and the RFP.
- It was noted the timing on their response was a concern.
- Ms. Giles noted the options were to send a letter and hold funds if something was not being performed correctly.
- Supervisor asked about paying or withholding funds for services not received. The binding agreement is what is signed by the parties. Risks were discussed with further Board action. Timeline was also discussed for further action and issuing a new contract to the company.
- Ms. Giles noted they could hold a special meeting to make new decisions for either termination or suspension of services. An email could be sent to request a new scope from the company. They could also give 30-day termination. All options were discussed.
- A decision was made to send an email that gives a 2-week response for suspension date to Down To Earth.

August 2, 2022

Pine Ridge Plantation CDD

FIFTEENTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the April 18, 2022 Workshop and the May 17, 2022 Meeting

Ms. Giles presented the meeting minutes for the April 18, 2022 workshop meeting and the May 17, 2022 meeting 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 June 30, 2022

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

C. Assessment Receipts Schedule

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

D. Approval of Check Register

Ms. Giles presented the check register totaling \$93,613.02.

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

SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 9/20/22 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for September 20, 2022 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center. She noted she has requested to add Construction Project Updates on every meeting agenda.

SEVENTEENTH 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
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Chairman / Vice Chairman