

MINUTES OF MEETING  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

The special meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, September 8, 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 <i>by phone</i>	Chairman
Jeff Lewis	Vice Chairman
Nelson Nazario	Supervisor
Jack Montoya	Supervisor

Also, present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Maria Cranford	Amenity Manager
Jay Soriano	GMS

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

Ms. Giles noted that there were copies of the agenda on the table for those that wished to follow along. She invited any member of the public in attendance to speak on any item listed on the agenda. She stated that there was also a place toward the end of the agenda for public comments again. She instructed that if anyone had a comment to please state their name and address for the record. Hearing none, the next item followed.

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**THIRD ORDER OF BUSINESS****Discussion of Landscape Maintenance Contract**

Mr. Soriano stated that they had sent Down to Earth a request to have them decide on whether they could meet the scope that was provided in the original RFP. If not, what would be needed to make that change basically would be asking for an increase in price. He noted that they did get a chance to meet with them and they didn't respond right away. He noted that it took a couple of weeks, but they did get a chance to meet with them here. He noted that Supervisor Lewis was with them during that meeting when they discussed what the problems were. He stated that they left him trying to come up with a decision of whether they could do it at the price that they had now or an increased price. He explained that they had provided them with a price to meet that scope that was sent out back starting in 2019. He said that they had sent the price and that it was a good increase. He further explained that it was over and above what they had already asked for. He stated that the total annual to meet that scope was now \$155k. He noted that the budget was \$126k. He stated that they did let them know about this meeting and that they asked the regional manager to be at this meeting. The response from the regional manager was that he may or may not be able to be at this meeting, but he extended to Joe the authority to do any negotiating. He referred to a paper that he handed out to the Board which showed what was from the RFP back then. He further discussed the lowest vendor #2. Duval and BrightView were #3 and from the previous discussions, BrightView was one that was asking lots of questions and was there diligently. He noted that they also had attended some of their meetings and were currently in attendance. He further discussed the costs stating that they asked for an amount of \$126k, which they did end up budgeting for and they approved them in that budget. He further explained that it was well above what they said they would ask for. He noted that they had come back and asked for 26% to get approved, which would go up to \$155k. He compared #2 and #3 stating that #2 was \$99,033 and #3 was \$110,892. He stated that he was concerned about the \$155k that they were giving them now because there may be something else that they may have to take care of or things that were already supposed to be included in the contract. He stated that the email that was sent came across to them as the \$155k was what they said they could do it as. The Board discussed together on what their next steps should be.

Ms. Giles briefly recapped this Board discussion with Mr. Biagetti due to some difficulty hearing the audio. Ms. Giles stated that all three Supervisors present, Jeff Lewis, Jack Montoya, and Nelson Nazario, were all in agreement that the Board should consider going out for RFP.

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Mr. Biagetti stated that he agreed. After further Board discussion of the options, they decided to terminate Down to Earth without cause and authorize the staff to work with Supervisor Lewis to give a notice. It was also decided to approve the RFP for landscape and irrigation maintenance services and authorize staff to work with Supervisor Lewis on timing and scope of services.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, RFP for Landscape and Irrigation Maintenance Services and Authorizing Staff to Work with Supervisor Lewis on Timing and Scope of Services, was approved.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, Terminating Down to Earth without Cause and Authorizing Staff to Work with Supervisor Lewis to Give Notice, was approved.

Mr. Soriano discussed that BrightView had scored high on the RFP. He turned the presentation over to BrightView. The manager and business developer from BrightView were introduced to the Board. The manager of BrightView stated that in 2019 they did a presentation on all the landscapes, and they designed maps for the property which explained how they were going to move through it. He stated that since that time inflation had really increased a lot. He noted that it had increased by 60% since 2019 to now. He reviewed some options to get the rate back down to their budget. He noted that they had been actively trying to get back ever since the Board meeting when they gave the property back to the current vendor, but they were told to be on standby, which they had been. He stated that they currently worked on Two Creeks right down the street and had been working on these for five years and just had a renewal for these as well. He explained that they knew how to consistently move through the property and how to meet the scope work that was provided. He cautioned the Board to review the scope and to make sure that they were not over scoping according to their budget. He noted that they would provide an alternate scope for what they thought would get them through what they needed for their budget. He noted that they also provided a number for the total scope of what they were doing right now. He discussed the scope from last year to now done properly would put them around \$156k or \$164k, but they could get it down to \$139k. He noted that he appreciated the Board for having them today and that they would be ready for the RFP and whatever guidelines they had. Mr. Soriano stated that they would investigate a lot of the items discussed and would put it into

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the scope. He noted that he didn't want to change too drastically because they were also looking at this in comparison to what they did in 2019 and 2020, but he agreed that there were some items that were not needed. He noted that they could always readjust if they decided down the road that they wanted to go back to what they were previously doing. He stated that if they had a good contract, there should be no problem adding items back in. He further explained that if there was something that they wanted to cut out, they would work with Supervisor Lewis. Mr. Nazario asked what the avenue would be in changing the mulch. The BrightView manager responded that he suggested to get to their next budget and budget accordingly without mulch, then add mulch back into their budget later once they get through the year. He further explained his suggestion as to taking out some things that were not catastrophic to the landscaping, which mulch was not. Mr. Biagetti stated that he appreciated BrightView's input and for their interest in their property.

**FOURTH ORDER OF BUSINESS****Ratification of Change Order No. 11**

Ms. Giles stated that this change order was to install two PVC conduits with pull strings from the amenity center out to the courts. She noted that this was something that the Board had discussed a couple of meetings ago. She noted that the total cost would be \$8,373.

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with all in favor, Change Order No. 11, was ratified.

**FIFTH ORDER OF BUSINESS****Ratification of Requisitions for Series 2020 Project (33-37)**

Ms. Giles stated that Requisition #33 started on page 7 of the agenda package and was for ETM. She noted that Requisition #34 was on page 10 for Basham & Lucas Design Group, Inc., Requisition #35 was for Basham & Lucas Design Group, Inc., and Requisition #36 was for a pay requisition for Hoffman Commercial Construction, LLC for services provided thus far.

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with all in favor, the Requisitions for Series 2020 Project (33-37), were ratified.

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**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Public Comments/Supervisor's Requests**

**Public Comments:**

There were no member of the public present.

**Supervisor Requests:**

Mr. Nazario asked if Maria Haynes's email was part of the scope. Mr. Soriano responded yes. Mr. Nazario asked if it wasn't done. Mr. Soriano responded correct.

**EIGHTH 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. Mr. Soriano suggested that since they were going to hold a special meeting in October that it would make sense to not have a meeting in September and just do a full agenda in October. The Board agreed to this meeting in October.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Nazario, 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 Binagette*

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Chairman / Vice Chairman