

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, September 20, 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 <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Jay Soriano	GMS
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 opened the meeting to public comments. There being none, the next item followed.

September 20, 2022

Pine Ridge Plantation CDD

**THIRD ORDER OF BUSINESS****Discussion of RFP for Landscape Maintenance Services**

Mr. Soriano presented a proposal packet for the Board to review and send out for landscaping services. Scope was discussed in the last Board meeting and minor changes were made to meet budgetary needs. Changes that were made and highlighted were the frequency of mowing, the amount of mulching, and irrigation inclusion. There was a question about inflation and how that might affect the proposals. Mr. Soriano noted that there could be an increase for inflation causes and the Board should be prepared to see price increases from three years ago.

Discussion ensued regarding the schedule of when the proposals go out and when they should expect to get responses. Packets will go out the week of the meeting and the deadline for questions pertaining the scope is October 7<sup>th</sup> with responses due by October 14<sup>th</sup>. At this time, there is no other date beyond that tying the CDD to an award date. The main goal of the RFP is to gage interest and investigate the pricing.

Ms. Giles asked the Board if they would like to hold a special meeting to look at the proposals together or wait until the November meeting to do so. The Board agreed to hold a special meeting on October 19, 2022 at 6:00 p.m. with the regular November 15<sup>th</sup> meeting to follow with the option to cancel the November meeting if need me. They will advertise the special meeting within the required seven-day window for publication.

**FOURTH ORDER OF BUSINESS****Series 2020 Project:****A. Update Regarding Series 2020 Project**

Ms. Giles stated that no representatives from Hoffman Commercial Construction were available for the meeting, but they did offer an update for the Board which Ms. Cranford relayed. Tomorrow morning will begin the curbing for the parking lot extension. Conduit routing is continuing for the future court lighting. The concrete has been poured for the splash pad and all underground piping has been completed. Construction of the wall for the equipment is scheduled to start next week. And the light pole bases at the courts will be placed Monday. The cost to complete schedule is still on track.

**B. Ratification of Pay Requisitions**

There being none, the next item followed.

September 20, 2022

Pine Ridge Plantation CDD

**C. Change Orders**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Open Items**

**A. Sign at Entryway**

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

**B. Slide Tower**

Ms. Cranford noted that the project manager with Hoffman gave her a contact as a possibility of someone to help with the slide tower and she is working on getting that contact out to look at it to bid the project. She is still waiting to hear back from another possibility and hopes to have pricing for it soon.

**C. Irrigation Map**

Ms. Cranford stated that the irrigation map was delivered to her prior to the start of the meeting and she had print outs for the Board provided under separate cover. Mr. Davis from Down to Earth reported to the Board that it is a work in progress. The Board had no questions regarding the irrigation map.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing further for the Board and offered to answer any specific questions they may have. There being none, the next item followed

**B. District Manager**

There being none, the next item followed.

**C. Engineer**

There being none, the next item followed.

**D. Amenity & Operations Manager**

**1. Report**

Ms. Cranford updated the Board on some happenings in the community. There will be a community yard sale that has been advertised.

September 20, 2022

Pine Ridge Plantation CDD

**2. Landscape Quality Inspection Report**

There were several trees that were damaged by lightning, and she has gotten with Down to Earth on the effected trees. A resident questioned the possibility of putting a fountain in the pond he lives in and staff stated that the cost is not feasible at this time.

**SEVENTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS                      Public Comments/Supervisor’s Requests**

**Public Comments:**

Ms. Giles went into further detail of how the meetings usually work and when a good opportunity is for residents to make public comments. Item two will always be a place holder for residents to comment on items pertaining to the agenda. And then again at the end of the meeting there is always an opportunity for public comment for items not on the agenda.

**Supervisor Requests:**

- Mr. Ritchie asked for advice on getting a roof cleaned up and it was suggested to look into scaffolding and soft scrubbing. Pressure washing would only further damage the coating. Staff will look into finding a company to perform the soft wash.

**NINTH ORDER OF BUSINESS                      Approval of Consent Agenda**

**A. Approval of the Minutes of the August 2, 2022 Meeting**

Ms. Giles presented the meeting minutes for the August 2, 2022 meeting and asked for any changes or corrections. There being none, the next item followed.

**B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending August 31, 2022**

Ms. Giles noted the financials were for the period ending August 31, 2022.

**C. Assessment Receipts Schedule**

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

September 20, 2022

Pine Ridge Plantation CDD

**D. Approval of Check Register**

Ms. Giles presented the check register totaling \$88,512.86.

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

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 11/15/22 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Ms. Giles stated the next meeting is the special meeting scheduled for October 19, 2022 followed by the regularly scheduled November 15, 2022 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:

*Marilee Giles*

Secretary / Assistant Secretary

DocuSigned by:

*Matt Biagetti*

Chairman / Vice Chairman