

PINE RIDGE PLANTATION
Community Development District

November 15, 2022

AGENDA

Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.pineridgeplantationcdd.com

November 8, 2022

Board of Supervisors
Pine Ridge Plantation Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Tuesday, November 15, 2022 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments *(Regarding Agenda Items Listed Below)*
- III. Series 2020 Project:
 - A. Update Regarding Series 2020 Project
 - B. Ratification of Pay Requisitions (043-046)
 - C. Change Orders (12-13)
- IV. Open Items
 - A. Sign at Entryway
 - B. Slide Tower
- V. Staff Reports
 - A. Attorney
 - B. District Manager
 - C. Engineer
 - D. Amenity & Operations Manager
 - 1. Report

2. Landscape Quality Inspection Report

VI. Other Business

VII. Public Comments / Supervisor's Requests

VIII. Approval of Consent Agenda

- A. Approval of the Minutes of the October 19, 2022 Meeting
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2022
- C. Assessment Receipts Schedule
- D. Approval of Check Register

IX. Next Scheduled Meeting – 01/17/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

X. Adjournment

THIRD ORDER OF BUSINESS

B.

FORM OF REQUISITION FOR SERIES 2020 PROJECT

The undersigned, an Authorized Officer of Pine Ridge Plantation Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, as successor in trust to SunTrust Bank, Orlando, Florida, as trustee (the "Trustee"), dated as of September 1, 2006 (the "Master Indenture"), as supplemented by the Second Supplemental Trust Indenture from the District to the Trustee, dated as of September 1, 2020 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 43

(B) Name of Payee: England-Thims & Miller, Inc.
14775 Old Saint Augustine
Road Jacksonville, FL 32258

(C) Amount Payable: \$ 1,845.00

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state Costs of Issuance, if applicable): Pine Ridge CDD-Completion Report - Invoice 205035

(E) Fund or Account and subaccount, if any, from which disbursement to be made:

The undersigned hereby certifies that:

☒ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2020A Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2020 Project and each represents a Cost of the Series 2020 Project, and has not previously been paid out of such Account;

OR

☐ this requisition is for costs of issuance payable from the Series 2020A Costs of Issuance Account that has not previously been paid out of such Account.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set

forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.


**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

By: 

Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Series 2020A Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2020 Project and is consistent with (i) the applicable acquisition or construction contract, (ii) the plans and specifications for the portion of the Series 2020 Project with respect to which such disbursement is being made, and (iii) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.


Consulting Engineer

October 25, 2022



Pineridge Community Development District
GMS-SF, LLC
5385 N Nob Hill Road
Sunrise, FL 33351

October 10, 2022
Project No: 03136.08000
Invoice No: 0205035

Project 03136.08000 Pine Ridge Cdd - Completion Report
Work Description: Amenity Center -Gopher Tortoise Permitting

Professional Services rendered through October 1, 2022

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Blair, Shelley	9/3/2022	.50	90.00	45.00
Totals		.50		45.00
Total Labor				45.00

Consultants

Peacock Consulting Group, LLC	1,800.00	
Total Consultants	1,800.00	1,800.00

Invoice Total this Period \$1,845.00

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-6990 • fax 904-645-6485
CA-00002694 LC-0000310

FORM OF REQUISITION FOR SERIES 2020 PROJECT

The undersigned, an Authorized Officer of Pine Ridge Plantation Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, as successor in trust to SunTrust Bank, Orlando, Florida, as trustee (the "Trustee"), dated as of September 1, 2006 (the "Master Indenture"), as supplemented by the Second Supplemental Trust Indenture from the District to the Trustee, dated as of September 1, 2020 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 44

(B) Name of Payee: Basham & Lucas Design Group, Inc.
7645 Gate Parkway, Suite 101
Jacksonville, FL 32256

(C) Amount Payable: \$ 3,000.00

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state Costs of Issuance, if applicable): Professional Services related to Pine Ridge Plantation Amenity – Invoice 9145

(E) Fund or Account and subaccount, if any, from which disbursement to be made:

The undersigned hereby certifies that:

☒ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2020A Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2020 Project and each represents a Cost of the Series 2020 Project, and has not previously been paid out of such Account;

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forth above, which has not been released or will not be released simultaneously with the payment hereof.

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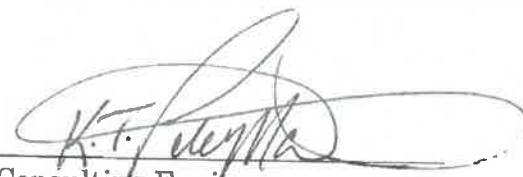
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**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

By: 
Authorized Officer

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Consulting Engineer

October 25, 2022

**Basham & Lucas Design Group Inc.**

7645 Gate Pkwy Ste 101
Jacksonville, FL 32256 US
(904) 731-2323

INVOICE

BILL TO
Pine Ridge Plantation CDD
Ernesto Torres
c/o Governmental Management Services, LLC
475 W. Town Place, Suite 114
St. Augustine, FL 32092

INVOICE 9145
DATE 10/24/2022
TERMS Due on receipt
DUE DATE 10/31/2022

PROJECT NAME
(21-21) Pine Ridge Plantation

CONTRACT SERVICES	CONTRACT	DUE	AMOUNT DUE
Part 4: Interior Design Construction Documents for the Fitness Expansion	0.00	0.00 of 0.00	0.00
Part 10: Fine Grading Design of the Pool (area within the fence)	3,200.00	0.00 of 3,200.00	0.00
Part 11: Shop Drawing Review for Lakefront Park Improvements (NTE \$7,500)	7,500.00	26.67 % of 7,500.00	2,000.00
Part 12: Construction Administration (NTE \$5,000)	5,000.00	20.00 % of 5,000.00	1,000.00
Part 13: Reimbursable Expenses (NTE \$1,500)	1,500.00	0.00 of 1,500.00	0.00

BALANCE DUE \$3,000.00

Estimate Summary

Estimate 20-129	84,600.00
Invoice 9118	3,000.00
Invoice 8698	3,900.00
Invoice 8754	528.00
Invoice 8728	781.14
Invoice 8415	6,800.00
Invoice 9031	3,000.00
Invoice 8499	18,600.00

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(A) Requisition Number: 45

(B) Name of Payee: England-Thims & Miller, Inc.
14775 Old Saint Augustine
Road Jacksonville, FL 32258

(C) Amount Payable: \$ 1,778.31

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state Costs of Issuance, if applicable): Pine Ridge CDD-Master Infrastructure Improvements (Amenity Center Enhancement) Pool Addition Invoice 205021

(E) Fund or Account and subaccount, if any, from which disbursement to be made:

The undersigned hereby certifies that:

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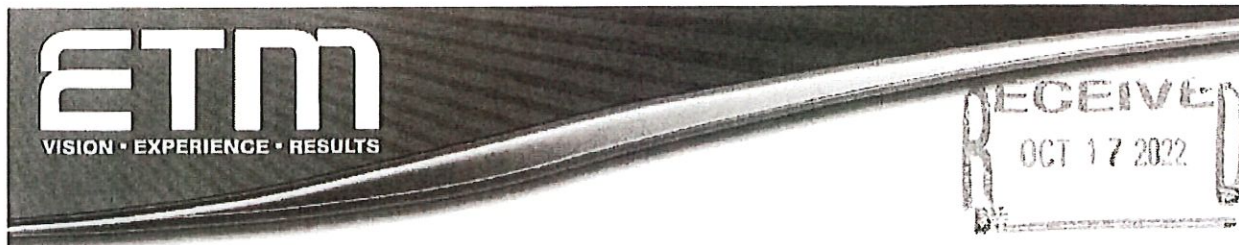
**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

By: 
Authorized Officer

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NON-COST OF ISSUANCE REQUESTS ONLY**

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Consulting Engineer
November 1, 2022



Pineridge Community Development District
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

October 10, 2022
Project No: 21234.00000
Invoice No: 0205021

Project 21234.00000 Pineridge CDD - Master Infrastructure Improvements (Amenity Center Enhancement) Pool Addition (WA#23)

Professional Services rendered through October 1, 2022

Task Lump Sum Services

Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
1.Topographic Survey Update	4,800.00	100.00	4,800.00	4,800.00	0.00
2.Clay County DRC	3,500.00	100.00	3,500.00	3,500.00	0.00
3.Construction Documents	26,100.00	100.00	26,100.00	26,100.00	0.00
4. Regulatory Permitting					
1.Clay County DRC Engineering Review	3,500.00	100.00	3,500.00	3,500.00	0.00
2.CCUA Water & Sewer Review	3,000.00	100.00	3,000.00	1,500.00	1,500.00
3.SJRWMD ERM Permit Mod/Enviro. Sub Inc.	5,000.00	100.00	5,000.00	5,000.00	0.00
5.Landscape & Irrigation Design	7,500.00	100.00	7,500.00	7,500.00	0.00
Total Fee	53,400.00		53,400.00	51,900.00	1,500.00
Total Fee					1,500.00
Total this Task					\$1,500.00

Task	06	Expenses		
Expenses				
Delivery / Messenger Svc			123.06	
Other Taxes & Licenses			155.25	
Total Expenses		1.0 times	278.31	278.31
		Current	Prior	To-Date
Total Billings		278.31	1,660.99	1,939.30
Contract Limit				5,000.00
Remaining				3,060.70
Total this Task				\$278.31

Task 07 Additional Services

England-Thims & Miller, Inc.

ENGINEERING • PLANNING • SURVEYING • GIS • LANDSCAPE ARCHITECTURE
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-642-0700 • Fax 904-646-0105
CA 00002584 LC 0000318

1. 310.513.311
87A

Total this Task 0.00

Invoice Total this Period \$1,778.31

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
11725 Old St. Augustine Road • Jacksonville, Florida 32256 • Tel: 904-842-8980 • Fax: 904-848-9425
CA-00002191 LC-00000118

FORM OF REQUISITION FOR SERIES 2020 PROJECT

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(A) Requisition Number: 46

(B) Name of Payee: Hoffman Commercial Construction, LLC
6919 Distribution Avenue S., Suite 5
Jacksonville, FL 32256

(C) Amount Payable: \$ 233,890.00

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state Costs of Issuance, if applicable): Professional Services related Pine Ridge Plantation Amenity Improvements - Application No. 8

(E) Fund or Account and subaccount, if any, from which disbursement to be made: 2020 Project

The undersigned hereby certifies that:

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affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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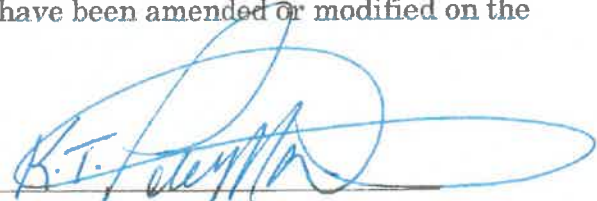
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**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

By: 
Authorized Officer

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NON-COST OF ISSUANCE REQUESTS ONLY**

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Consulting Engineer

October 27, 2022

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702 PAGE ONE OF THREE PAGES

TO OWNER Pine Ridge Plantation CDD PROJECT: Pine Ridge Plantation Amenity Impr APPLICATION NO: 2201 \$ Distribution to:

475 West Town Place, Suite # 114 4200 Pine Ridge Parkway 4200 Pine Ridge Parkway 4200 Pine Ridge Parkway

St. Augustine, FL 32092 Middleburg, FL 32068 Middleburg, FL 32068

PERIOD TO: 10/25/2022

OWNER ARCHITECT CONTRACTOR

FROM CONTRACTOR: ARCHITECT: Basham & Lucas Design Group, Inc. 7845 Gale Parkway, Suite 201 Jacksonville, FL

Hoffman Commercial Construction, LLC 6919 Distribution Ave S - Unit #5 Jacksonville, FL 32256

CONTRACT FOR: Construction Amenity Improvements

CONTRACT DATE: 2/25/2022

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due

1. ORIGINAL CONTRACT SUM \$ 1,673,560
2. Net change by Change Orders \$ 49,795
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,723,355
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,162,221

RETAINAGE:

- a. 10% % of Completed Work \$ 116,221
- b. 10% % of Stored Material \$

Total Retainage (Lines 5a + 5b or

6. Total in Column I of G703) \$ 116,221
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 812,096
8. CURRENT PAYMENT DUE \$ 233,890
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 677,369

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 233,890.00

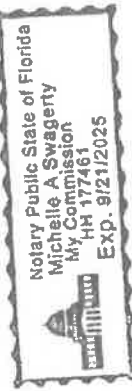
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and outline Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: 10/25/2022

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 8,428	\$ (43,000)
Total approved this Month	\$ 89,467	\$ (5,100)
TOTALS	\$ 97,895	\$ (48,100)
NET CHANGES by Change Order	\$ -49,795	



CONTRACTOR: _____ Date: 10/25/2022

By: Paul Hoffman _____ Date: 10/25/2022

State of Florida _____ County of Duval

Subscribed and sworn to before me _____

Notary Public: _____ My Commission expires: _____

SOV
Pine Ridge Plantation Amenity Improvements
Schedule of Values

2201 8
10/25/2022

DESCRIPTION	SCHEDULE OF VALUES	PREVIOUS APPL	WORK IN PLACE	STORED MATERIAL	TOTAL COMPLETED TO DATE	% TO FINISH	BALANCE TO FINISH
1 GENERAL CONDITIONS / PM	\$ 128,960	67,059	18,055	0	85,114	66%	\$ 43,846
2 GENERAL REQUIREMENTS	\$ 37,800	19,656	5,292	0	24,948	66%	\$ 12,852
3 SITE WORK	\$ 298,400	193,960	65,648	0	259,608	87%	\$ 38,792
4 POOL DECK PAVERS	\$ 12,500	10,750	1,750	0	12,500	100%	\$ -
5 BASKETBALL & TENNIS COURTS	\$ 195,900	101,465	0	0	101,465	52%	\$ 94,435
6 FENCING	\$ 145,400	0	29,080	0	29,080	20%	\$ 116,320
7 CONCRETE SIDEWALKS AND FOUNDATIO	\$ 63,600	19,080	0	0	19,080	30%	\$ 44,520
8 MASONRY POOL ENCLOSURE	\$ 22,800	2,280	18,240	0	20,520	90%	\$ 2,280
9 MISC METALS	\$ 2,400	0	2,400	0	2,400	100%	\$ -
10 PAINTING ENCLOSURE	\$ 3,900	0	0	0	0	0%	\$ 3,900
11 SPLASH POOL	\$ 346,800	307,200	0	0	307,200	89%	\$ 39,600
12 BENCHES AND TRASH CANS	\$ 6,000	0	0	0	0	0%	\$ 6,000
13 COURT SHADE STRUCTURE	\$ 15,000	3,750	3,750	0	7,500	50%	\$ 7,500
14 PLUMBING	\$ 18,200	15,470	0	0	15,470	85%	\$ 2,730
15 ELECTRICAL	\$ 219,900	98,955	32,985	0	131,940	60%	\$ 87,960
16 BUILDER RISK INS	\$ 12,900	12,900	0	0	12,900	100%	\$ -
17 P&P BOND	\$ 33,500	33,500	0	0	33,500	100%	\$ -
18 CO#1 ADDITIONAL PARKING LOT POLE	\$ 6,116	0	3,058	0	3,058	50%	\$ 3,058
19 CO#2 REIMBURSE PERMIT COST	\$ 2,312	2,312	0	0	2,312	100%	\$ -
20 CO#3 ELECTRICAL ADJUSTMENT CREDIT	\$ (43,000)	-43,000	0	0	-43,000	100%	\$ -
21 CO #4 EIGHT CONC LIGHT POLE BASES	\$ 19,836	0	19,836	0	19,836	100%	\$ -
22 CO #5 NEW PERIMETER FENCE	\$ 52,968	0	31,781	0	31,781	60%	\$ 21,187
23 CO #6 ENCLOSURE GATE V.E.	\$ (5,100)	0	-5,100	0	-5,100	100%	\$ -
24 CO #9 REVISED ETM DRAWINGS	\$ 11,704	0	11,704	0	11,704	100%	\$ -
25 CO#10 TWO ADDITIONAL LIGHT POLE BASI	\$ 4,959	0	4,959	0	4,959	100%	\$ -
26 HCC FEE	\$ 109,600	56,992	16,440	0	73,432	67%	\$ 36,168
TOTAL	\$ 1,723,355	902,329	259,878	0	1,162,207	67%	\$ 561,148

**CONTRACTOR'S
CONDITIONAL WAIVER AND RELEASE OF LIEN
UPON PROGRESS PAYMENT
(PAYMENT BY CHECK)**

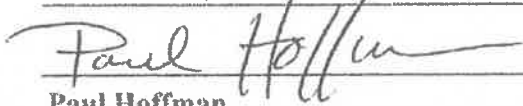
The undersigned lienor, in consideration of the progress payment in the amount of \$ 233,890 and conditioned upon payment of check number _____ issued to the undersigned by: Pine Ridge Plantation CDD in said amount, waives and releases its lien right to claim a lien for labor, services, or materials furnished to Pine Ridge Plantation CDD on the job of Pine Ridge Plantation Amenity Improvements to the following described property:

Pine Ridge Plantation Amenity Improvements
4200 Pine Ridge Parkway
Middleburg, FL 32068

HCC Project # 2201
Owner's Project # _____

This waiver and release does not cover any retention of labor, services, or materials furnished after the date specified:

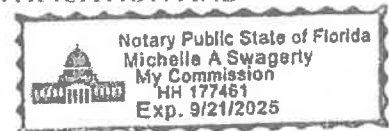
Dated On: 10/25/2022

Lienor's Name: Hoffman Commercial Constructon, LLC
Address: 6919 Distribution Ave South - Unit #5
Jacksonville, Florida 32276
By: 
Printed Name: Paul Hoffman

STATE OF FLORIDA, COUNTY OF Duval.
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON 10/25/2022
BY: Paul Hoffman
(X) WHO IS PERSONALLY KNOWN TO ME OR
() WHO HAS PRODUCED _____ AS IDENTIFICATION AND
WHO () DID (X) DID NOT TAKE AN OATH.


NOTARY PUBLIC

HH177461
COMMISSION NO.



Michelle Swagerly
Notary Name Typed or Printed

NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release of lien that is different from the statutory form.
10/1/1996

C.



November 4, 2022

Re: Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, FL

Ms. Marilee Giles
Pine Ridge Community Development District
475 West Tower Place, Suite 114
St. Augustine FL 32092

CHANGE ORDER PROPOSAL #12

Dear Ms. Giles:

We are pleased to submit our Change Order Proposal #12 to install two 4" irrigation sleeves across the new parking lot for future irrigation system to continue lime rock installation.

COP #12- Furnish and Install two (2) 4" Sch40 PVC irrigation sleeves across new parking lot for future irrigation system. We need to install to keep moving forward.

Total Cost \$1,331

Sincerely,

ACCEPTED: _____

Paul Hoffman

Date: _____

Cc: Mr. Michael Lucas, AIA, LEED AP
Mr. George Mosley
Ms. Maria

[illegible]



4-K Construction, Inc
PO Box 17363
6927 Distribution Ave. South
Jacksonville FL 32245
904-292-0339

License: CUC1225069

Change Order

Order#: 5

Order Date: 11/01/2022

To: Hoffman Commercial Construction, LLC
6919 Distribution Avenue South
Suite 5
Jacksonville, FL 32256

Project: 2203
Pine Ridge Plantation Amenity Improvemen
4200 Pine Ridge Parkway
Middleburg, FL 32068

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached ☐

Ordered By:

Customer Order:

Specifications Attached ☐

Description of Work	Amount
Irrigation/Water	1,168.00

Notes

This price is inclusive of the labor, material & equipment to install (2) 4" x 80' Sch40 Sleeves for Irrigation

~~Water is this for.~~
For future Irrigation system
and to continue with LimeRock, OK

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

1,168.00

The original Contract Sum was	270,000.00
Net change by previous Change Orders	13,475.00
The Contract Sum prior to this Change Order	283,475.00
The Contract Sum will be changed by this Change Order	1,168.00
The new Contract Sum including this Change Order will be	284,643.00
The Contract Time will be changed by	0 Days

Owner: _____ Date: _____

Contractor: _____ Date: _____

HOFFMAN

Commercial Construction, LLC

November 4, 2022

Re: Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, FL

Ms. Marilee Giles
Pine Ridge Community Development District
475 West Tower Place, Suite 114
St. Augustine FL 32092

CHANGE ORDER PROPOSAL #13

Dear Ms. Giles:

We are pleased to submit our Change Order Proposal #13 to install six (6) additional Type SL1 concrete light pole bases in the area on the edge of the court as requested by the board.

COP #13- Furnish and Install six (6) Type SL1 additional concrete light pole bases in the area around the courts for future light poles. This completes all the concrete light pole bases. The SC1 and SC2 light poles around the sidewalks are direct bury with a concrete collar. See attached drawing.

Total Cost \$16,519

Sincerely,



Paul Hoffman

ACCEPTED: _____

Date: _____

Cc: Mr. Michael Lucas, AIA, LEED AP
Mr. George Mosley

T & M ELECTRIC OF CLAY COUNTY, LLC.

200 College Drive
Orange Park, Florida 32065
State License #EC0001152
FEIN 59-2052695

Phone: (904) 272-0272

Fax: (904) 276-7689

TO	Hoffman Commercial Construction	FROM	Brian Woody
	6619 Distribution Ave S Ste 5	DATE	November 4, 2022
	Jacksonville, FL 32256	PROJECT	Pine Ridge Amenity
ATTN	Paul Hoffman		Clay County, FL
PHONE	759-3211	FAX	

Change Order Request # 5

Provide material and labor to install six SL1 pole light concrete bases outside the court areas as shown on drawing E2.1. Pole bases to be installed using pole light "SL1" detail as shown on drawing E1.2.

Total Change Order Request \$14,490.00

Proposed quote is based on auger truck to have full access to each pole location.

Thank you, and please feel free to call me with any questions you may have.

Sincerely,

Brian Woody
Project Manager

ACCEPTANCE OF PROPOSAL

$\$14,490 = \$2,415 \text{ each}$
6 poles

DATE

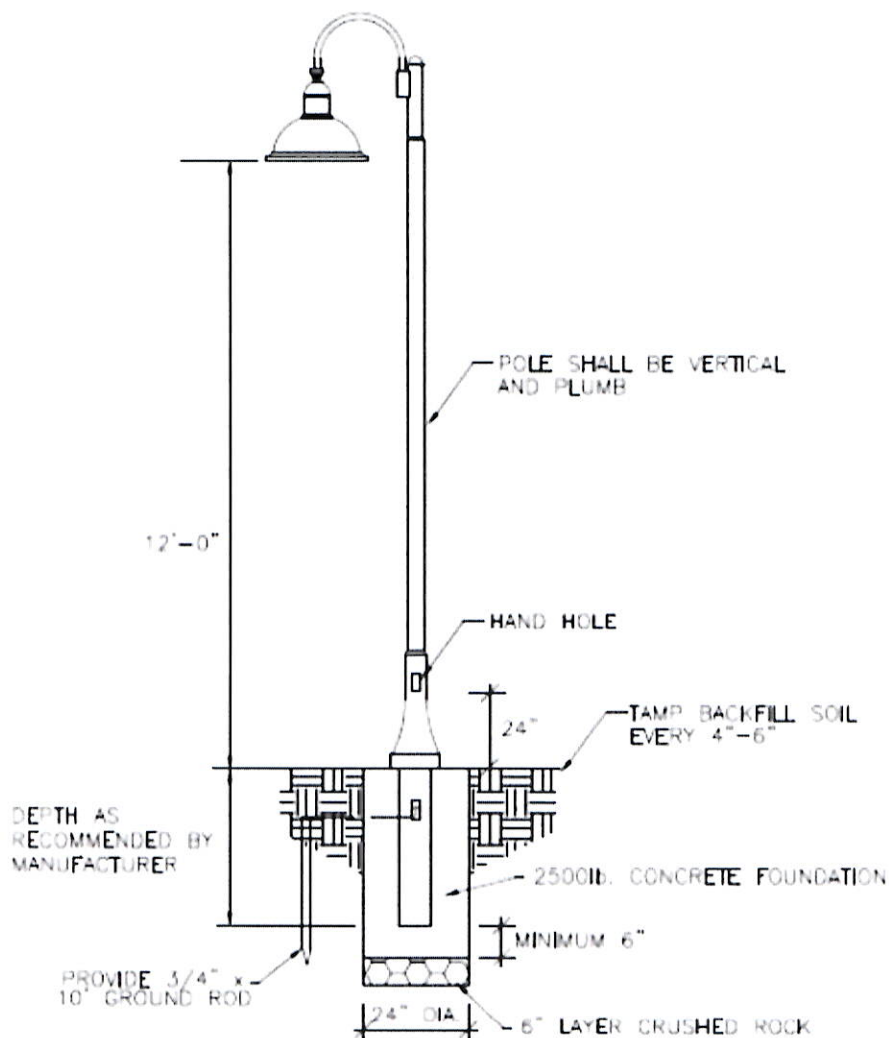
SIGNATURE/TITLE

From: Brian Woody <brian@tmelectricinc.com>
Sent: Friday, November 4, 2022 12:29 PM
To: Paul Hoffman
Cc: Dan Newton
Subject: Pine Ridge CO#5 Pole Bases Part 2
Attachments: Pine Ridge CO#5 Pole Bases Part 2.pdf

Paul,

Her is our change order for the six SL1 pole bases.

The type SC1 and SC2 pole lights are specified direct bury poles with a concrete collar. Since we are not providing these poles, the concrete for poles SC1 and SC2 are not provided in our change order. See detail below:



POLE BASE DETAIL-SC1/SC2 ✓

NOT TO SCALE

Direct Bury with
concrete collar at
sidewalks.

Thank You,

Brian Woody
Commercial Project Manager
T&M Electric of Clay County, LLC
200 College Drive
Orange Park, FL 32065
Phone (904) 272-0272
Fax (904) 276-7689

PINE RIDGE - CHANGE ORDER PROPOSAL LOG

11/4/2022

PROJ:	PINE RIDGE AMENITY CENTER				
JOB:	2201		CHANGE ORDER PROPOSAL LOG		
MGR:	PAUL H.				
COP	ITEM	DATE	C.O.P.	STATUS	APPROVED
NUM			AMOUNT		
1	ADDITIONAL LIGHT POLE IN PARKING LOT	Apr-18	\$ 6,116	APPROVED	\$ 6,116
2	REIMBURSE PERMIT COST	May-4	\$ 2,312	APPROVED	\$ 2,312
3	CREDIT FOR ELECTRICAL COST	May-17	\$ (43,000)	APPROVED	\$ (43,000)
4	INSTALL 8 CONCRETE LIGHT POLE BASES ON COURTS	Jun-29	\$ 19,836	APPROVED	\$ 19,836
5	REPLACE EXISTING FENCE OPTIONS	Jun-29		APPROVED	\$ 52,968
6	ENCLOSURE GATE V.E.	Jun-29	\$ (5,100)	APPROVED	\$ (5,100)
7	WATER SERVICE TO COURT DRINKING FOUNTAIN FROM POOL. REVISED PLUMBING PLAN P-101 6/28/22	Jul-13	\$ -	APPROVED	\$ -
8	CHANGE SHOWER MODEL FOR SPLASH PAD	Jul-13	\$ -	match existing shower. No cost.	
9	REVISED ETM DRAWINGS DATED 6/21/22. ADDITIONAL SIDEWALK, DELETE GRAVEL STRIP, GRADES	Jul-29	\$ 11,704	APPROVED	\$ 11,704
10	TWO ADDITONAL LIGHT POLE BASES IN COURTS PER REVISED ELECTRICAL LIGHTING PLAN.	Jul-29	\$ 4,959	APPROVED	\$ 4,959
11	IRRIGATION SLEEVES UNDER PARKING LOT-two 4" SCH40	Nov-3	\$ 1,331	PENDING	
12	SIX ADDITIONAL SL1 LIGHT POLE BASES AROUND COURT	Nov-4	\$ 16,519	PENDING	
	TOTALS				\$ 49,795
			CONTRACT AMOUNT	\$	1,673,560
			REVISED AMOUNT	\$	1,723,355

FIFTH ORDER OF BUSINESS

D.

1.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: November 15, 2022
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager & Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- Fitness Pro was on site September 21st to make repairs to the lat pulldown machine
- Fitness Pro conducted the quarterly maintenance inspection of our fitness equipment on October 26th
- All signage entering the community was cleaned in preparation for Christmas decorations
- All painted wooden areas of the playground were touched up on October 20th
- Bolts and screws were tightened on the playground benches to fix the wobbling
- Painted surfaces were touched up in the fitness center
- Light switches were replaced in the men's poolside restroom to correct a lightning issue
- Exterior windows and window ledges of the facility were pressure washed to remove dead bugs and pollen build up
- Repairs were made to a non-flushing urinal in the men's poolside restroom

Landscaping & Lakes:

- Down to Earth continues to maintain the grounds throughout.
- Lake Doctor's continues to maintain the lakes.
- RMS continues to inspect and clean all the lakes and outfall structures.

Amenity Manager:

- Total number of rentals for September and October= 13
- Total number of rentals currently on tentative on the calendar for November and December = 12
- Community Halloween event was held on October 29th and featured a haunted house and goodie bags for the kids
- Stargazing event with Northeast Florida Astronomical Society was held for the community on November 5th
- Community Christmas event will be held on December 10th from 5 to 8 p.m.
- Shubachi Asian food truck will be at the amenity center on November 30th from 5 to 8 p.m. and has booked the following dates for next year, January 11th, February 22nd and March 29th
- Filipin Go has booked the following dates at the amenity center for next year February 1st, April 4th, June 7th, August 2nd, October 4th and December 6th
- HOA continues to hold their monthly meeting at the clubhouse the second Thursday of every month
- Keatings Communications made several necessary repairs to get three (3) security cameras back up and operational after lines were cut during initial start of construction project

EIGHTH ORDER OF BUSINESS

A.

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 Wednesday, October 19, 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
Nelson Nazario	Supervisor
Jack Montoya	Supervisor
Jerry Ritchie	Supervisor

Also, present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Jay Soriano	GMS
Brightview Representative	
VerdeGo Representative	

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 (*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. Hearing none, the next item followed.

THIRD ORDER OF BUSINESS**Consideration of Landscape Maintenance Proposals**

Ms. Giles recognized the representatives from Brightview and VerdeGo. Mr. Soriano gave an overview of the RFP that was sent out. He reviewed the four proposals. He noted that one proposal came in under budget. He added the budget is set for \$126,000 for landscaping for the year. The four proposals were from Duval, VerdeGo, Brightview and Tree Amigos. Mr. Soriano explained the proposal costs and the scope of services and presented the side-by-side chart for Board review. He provided an overview of the evaluation results. A question was asked about Duval figures in the line item on page 3. Mr. Soriano noted there were numbers missing and explained the timeline for responses for the proposals. Discussion ensued on charges for specific services and additional pricing for Duval. Another question was asked about the scoring sheet and the numbers in the proposals and how the Board specified their dissatisfaction with a particular area. There was a correction on the chart noted.

Representatives from Brightview and VerdeGo introduced themselves and explained their proposals. It was clarified that all proposals took into account the new areas of the community. Inflation costs, completion dates, and timelines were discussed. Mr. Haber clarified the Sunshine law for further outside discussion purposes. Specific cost and proposals were reviewed.

After discussion of costs, lowest bid, scores from the evaluation sheets, the Board selected Brightview as #1, VerdeGo as #2, Duval #3 and Tree Amigos as #4 for the contract. One Supervisor stated he abstained from voting.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with four in favor and Mr. Ritchie opposed, the Proposal from Brightview for Landscaping Services and Authorizing Staff to work with Brightview to make administrative correction to the Summary by Month Sheet, was approved 4-1.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2023-01, Declaring Board Seat Vacancy (Seat 1)**

Ms. Giles stated this resolution declares a Board seat vacancy for Seat #1. She explained that the qualifying period was in June and there was no one qualified. Seat #1 is currently held

by Supervisor Ritchie. She noted they were required by statute to declare the vacancy and the seat will come available for appointment the 2nd Tuesday following the election in November. She added the Board could solicit residents to be appointed to the seat for the January. The current Supervisor will hold over until an appointment is made. She added if Mr. Ritchie was interested in the seat, the Board did not have to solicit. Mr. Ritchie was asked if he would like to maintain the seat. He explained reasons for not applying due to health. The Board was in agreement that Supervisor Ritchie should maintain the seat. Mr. Haber commented that the Board could make the appointment at the January meeting. This will be added to the January agenda.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Resolution 2023-01, Declaring Board Seat Vacancy (Seat 1), was approved.

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

Ms. Cranford reviewed the project updates. It was noted a change order was expected and could be ratified at the next meeting.

B. Ratification of Pay Requisitions (032, 038-042)

Ms. Giles stated these requisitions needed ratification. After reviewing the Board asked about some specifics on the timeline.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Pay Requisitions 032, 038-042, were ratified.

SIXTH ORDER OF BUSINESS**Open Items****A. Sign at Entryway**

Ms. Cranford noted there were no updates.

B. Slide Tower

Ms. Cranford noted there were no updates.

SEVENTH ORDER OF BUSINESS**Staff Reports**

A. Attorney

Mr. Haber had nothing further to report.

B. District Manager

Ms. Giles noted they will work with District Counsel to prepare the agreement with Brightview. It was noted they will work to amend the change in pricing with the Brightview contract. The Board agreed to have staff work with Brightview to make the final changes in the annual contract amount.

C. Engineer

There being none, the next item followed.

D. Amenity & Operations Manager

1. Report

Ms. Cranford had nothing further to report. She did note upcoming events. There were concerns noted on some invoices on irrigation.

EIGHTH ORDER OF BUSINESS

**Consideration of September 8, 2022 and
September 20, 2022 Minutes**

Ms. Giles stated the minutes of the September 8, 2022 and the September 20, 2022 meeting were in the packet for Board review. The Board had no comments or changes to the minutes.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the September 8, 2022 and the September 20, 2022 Meeting Minutes, were approved.

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

Public Comments:

There were no public comments.

Supervisor Requests:

The Board thanked Ms. Cranford and Down to Earth.

ELEVENTH 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 scheduled for November 15, 2022 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

TWELFTH ORDER OF BUSINESS

Adjournment

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

Secretary / Assistant Secretary

Chairman / Vice Chairman

B.

Pine Ridge Plantation

Community Development District

Unaudited Financial Reporting
September 30, 2022

Meeting Date
November 15, 2022



Table of Contents

I. Financial Statements - Unaudited Financial Reporting

II. Special Assessments Report

III. Check Registers Summary -9/1/2022 -9/30/2022

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
September 30, 2022

	General	Capital Reserve	Debt Service	Capital Projects	Totals Governmental Funds
ASSETS:					
CASH	\$90,166	\$59,601	---	---	\$149,767
INVESTMENTS					
Reserve A-1	---	---	\$173,593	---	\$173,593
Reserve A-2	---	---	\$115,100	---	\$115,100
Revenue A	---	---	\$163,005	---	\$163,005
Prepayment	---	---	---	---	\$0
Construction	---	---	---	\$1,029,526	\$1,029,526
State Board	\$718,785	\$202,307	---	---	\$921,093
US Bank Custody	\$31,670	---	---	---	\$31,670
Prepaid Expenses	\$20,499	---	---	---	\$20,499
Due from Capital	---	---	---	---	\$0
TOTAL ASSETS	\$861,120	\$261,908	\$451,698	\$1,029,526	\$2,604,252
LIABILITIES:					
ACCOUNTS PAYABLE	\$25,100	\$0	---	---	\$25,100
ACCRUED EXPENSES	\$8,904	---	---	---	\$8,904
DUE TO GENERAL FUND	---	---	---	---	\$0
TOTAL LIABILITIES	\$34,004	\$0	\$0	\$0	\$34,004
FUND BALANCES:					
NONSPENDABLE	\$0	---	---	---	\$0
ASSIGNED	\$43,187	---	---	---	\$43,187
UNASSIGNED	\$783,929	---	---	---	\$783,929
RESTRICTED FOR DEBT SERVICE	---	---	\$451,698	---	\$451,698
RESTRICTED FOR CAPITAL PROJECTS	---	\$261,908	---	\$1,029,526	\$1,291,434
TOTAL FUND BALANCES	\$827,116	\$261,908	\$451,698	\$1,029,526	\$2,570,248
TOTAL LIABILITIES & FUND EQUITY	\$861,120	\$261,908	\$451,698	\$1,029,526	\$2,604,252

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended September 30, 2022

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 09/30/22	THRU 09/30/22	VARIANCE
REVENUES:				
Assessments - Tax Collector	\$538,283	\$538,283	\$539,572	\$1,288
Misc./Facility Rental Income	\$3,000	\$3,000	\$10,584	\$7,584
Interest Income	\$600	\$600	\$2,958	\$2,358
TOTAL REVENUES	\$541,883	\$541,883	\$553,114	\$11,230
EXPENDITURES:				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees/FICA Taxes	\$10,334	\$10,334	\$10,334	\$0
Engineering	\$7,000	\$7,000	\$1,519	\$5,481
Attorney	\$20,000	\$20,000	\$8,069	\$11,931
Annual Audit	\$3,100	\$3,100	\$3,175	(\$75)
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$1,200	\$1,200	\$1,200	\$0
Trustee	\$6,000	\$6,000	\$4,041	\$1,959
Dissemination	\$5,000	\$5,000	\$5,000	(\$0)
Management Fees	\$46,505	\$46,505	\$46,505	(\$0)
Computer Time	\$1,200	\$1,200	\$1,200	\$0
Telephone	\$350	\$350	\$331	\$19
Postage	\$1,000	\$1,000	\$1,003	(\$3)
Printing & Binding	\$1,200	\$1,200	\$2,112	(\$912)
Insurance	\$8,810	\$8,810	\$8,290	\$520
Legal Advertising	\$2,500	\$2,500	\$3,239	(\$739)
Other Current Charges	\$600	\$600	\$322	\$279
Website Domain	\$1,200	\$1,200	\$1,200	\$0
Office Supplies	\$300	\$300	\$18	\$282
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
ADMINISTRATIVE EXPENDITURES	\$121,734	\$121,734	\$102,994	\$18,741
<u>GROUPS MAINTENANCE:</u>				
Landscape Maintenance	\$100,000	\$100,000	\$96,480	\$3,520
Lake Maintenance	\$9,300	\$9,300	\$10,997	(\$1,697)
Electric	\$2,500	\$2,500	\$1,682	\$818
Water	\$35,000	\$35,000	\$18,478	\$16,522
Repairs And Maintenance	\$20,000	\$20,000	\$18,197	\$1,803
Irrigation Repairs	\$0	\$0	\$2,491	(\$2,491)
Contingencies	\$4,451	\$4,451	\$0	\$4,451
GROUPS MAINTENANCE EXPENDITURES	\$171,251	\$171,251	\$148,325	\$22,926

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended September 30, 2022

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 09/30/22	THRU 09/30/22	VARIANCE
EXPENDITURES:				
<u>AMENITY CENTER</u>				
Insurance	\$10,902	\$10,902	\$10,258	\$644
General Facility Maintenance	\$15,000	\$15,000	\$17,312	(\$2,312)
Repairs & Replacements	\$15,000	\$15,000	\$14,505	\$495
Recreational Passes	\$500	\$500	\$0	\$500
Postage	\$100	\$100	\$0	\$100
Printing & Email Marketing	\$125	\$125	\$0	\$125
Office Supplies	\$700	\$700	\$421	\$279
Other Current Charges	\$250	\$250	\$0	\$250
Permit Fees	\$250	\$250	\$250	\$0
Contingency	\$5,000	\$5,000	\$459	\$4,541
Special Events	\$12,000	\$12,000	\$14,409	(\$2,409)
Refuse Service	\$7,200	\$7,200	\$8,790	(\$1,590)
Security	\$10,000	\$10,000	\$9,589	\$411
Gate Monitor	\$6,146	\$6,146	\$0	\$6,146
<u>Utilities</u>				
Water & Sewer	\$4,500	\$4,500	\$3,847	\$653
Electric	\$23,000	\$23,000	\$17,848	\$5,152
Cable/Phone/Internet	\$3,720	\$3,720	\$3,970	(\$250)
<u>Management Contracts</u>				
Amenity Management	\$57,277	\$57,277	\$57,277	\$0
Facility Assistant	\$19,489	\$19,489	\$8,738	\$10,752
Field Management Services	\$22,388	\$22,388	\$22,388	(\$0)
Lifeguards	\$17,790	\$17,790	\$12,922	\$4,868
Pool Maintenance	\$12,500	\$12,500	\$12,500	(\$0)
Pool Chemicals	\$12,306	\$12,306	\$13,603	(\$1,297)
Janitorial	\$8,127	\$8,127	\$8,127	\$0
Janitorial Supplies	\$3,200	\$3,200	\$3,788	(\$588)
Holiday Decorations	\$0	\$0	\$263	(\$263)
AMENITY CENTER EXPENDITURES	\$267,470	\$267,470	\$241,263	\$26,207
<u>OTHER FINANCIAL SOURCES AND USES</u>				
Capital Reserve - Transfer Out	\$24,614	\$24,614	\$24,614	\$0
TOTAL OTHER FINANCIAL SOURCES AND USES	\$24,614	\$24,614	\$24,614	\$0
TOTAL EXPENDITURES	\$585,070	\$585,070	\$517,197	\$67,873
EXCESS REVENUES (EXPENDITURES)	(\$43,187)		\$35,917	
FUND BALANCE - Beginning	\$43,187		\$791,199	
FUND BALANCE - Ending	\$0		\$827,116	

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Month-to-Month
Fiscal Year 2022

	ADOPTED BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<u>REVENUES:</u>														
Assessments - Tax Collector	\$538,283	\$0	\$24,855	\$496,735	\$5,622	\$2,182	\$3,954	\$1,982	\$807	\$3,435	\$0	\$0	\$0	\$539,572
Interest Income	\$600	\$38	\$40	\$48	\$47	\$46	\$94	\$139	\$266	\$352	\$412	\$517	\$958	\$2,958
Misc./Facility Rental Income	\$3,000	\$1,264	\$600	\$375	\$375	\$825	\$750	\$1,050	\$1,500	\$1,220	\$1,350	\$675	\$600	\$10,584
TOTAL REVENUES	\$541,883	\$1,303	\$25,495	\$497,159	\$6,044	\$3,053	\$4,797	\$3,171	\$2,573	\$5,007	\$1,762	1192.07	\$1,558	\$553,114
<u>EXPENDITURES:</u>														
<u>ADMINISTRATIVE:</u>														
Supervisors Fees/FICA Taxes	\$10,334	\$1,077	\$1,077	\$1,077	\$1,077	\$0	\$1,077	\$1,077	\$861	\$0	\$1,077	\$0	\$1,938	\$10,334
Engineering	\$7,000	\$0	\$0	\$245	\$368	\$0	\$0	\$906	\$0	\$0	\$0	\$0	\$0	\$1,519
Arbitrage	\$1,200	\$600	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$5,000
Assessment Roll	\$5,260	\$5,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,260
Attorney	\$20,000	\$0	\$0	\$842	\$934	\$141	\$1,115	\$0	\$1,678	\$320	\$872	\$2,168	\$0	\$8,069
Annual Audit	\$3,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,175	\$0	\$0	\$0	\$3,175
Trustee	\$6,000	\$4,041	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,041
Management Fees	\$46,505	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$3,875	\$46,505
Computer Time	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Telephone	\$350	\$2	\$0	\$70	\$33	\$53	\$58	\$25	\$50	\$0	\$40	\$0	\$0	\$331
Postage	\$1,000	\$3	\$8	\$26	\$14	\$19	\$7	\$10	\$10	\$399	\$432	\$62	\$13	\$1,003
Printing & Binding	\$1,200	\$7	\$5	\$163	\$36	\$73	\$7	\$62	\$8	\$644	\$974	\$5	\$129	\$2,112
Insurance	\$8,810	\$8,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,290
Legal Advertising	\$2,500	\$46	\$243	\$49	\$0	\$31	\$31	\$43	\$66	\$0	\$2,313	\$417	\$0	\$3,239
Other Current Charges	\$600	\$0	\$25	\$28	\$0	\$0	\$15	\$200	\$0	\$24	\$15	\$0	\$15	\$322
Website Domain	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Office Supplies	\$300	\$0	\$0	\$6	\$1	\$1	\$6	\$1	\$1	\$0	\$1	\$0	\$0	\$18
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
ADMINISTRATIVE EXPENDITURES	\$121,734	\$23,992	\$5,850	\$7,597	\$6,954	\$4,809	\$6,808	\$6,814	\$7,166	\$9,055	\$10,216	7145.06	\$6,587	\$102,994
<u>GROUNDS MAINTENANCE:</u>														
Landscape Maintenance	\$100,000	\$7,160	\$7,160	\$7,160	\$8,306	\$8,306	\$8,306	\$8,306	\$8,556	\$8,306	\$8,306	\$8,306	\$8,306	\$96,480
Lake Maintenance	\$9,300	\$770	\$991	\$850	\$968	\$1,065	\$1,078	\$1,025	\$850	\$850	\$850	\$850	\$850	\$10,997
Electric	\$2,500	\$135	\$134	\$138	\$157	\$157	\$125	\$126	\$125	\$126	\$149	\$153	\$157	\$1,682
Water	\$35,000	\$1,439	\$2,108	\$2,084	\$1,469	\$1,605	\$1,524	\$1,489	\$1,454	\$1,368	\$1,510	\$1,254	\$1,174	\$18,478
Repairs And Maintenance	\$20,000	\$0	\$723	\$2,030	\$715	\$739	\$1,268	\$2,046	\$1,581	\$1,581	\$922	\$0	\$6,593	\$18,197
Irrigation Repairs	\$0	\$381	\$729	\$1,186	\$194	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,491
Contingencies	\$4,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GROUNDS MAINTENANCE EXPENDITURES	\$171,251	\$9,885	\$11,845	\$13,449	\$11,810	\$11,872	\$12,300	\$12,991	\$12,566	\$12,230	\$11,736	10562.67	\$17,079	\$148,325

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Month-to-Month
Fiscal Year 2022

	ADOPTED BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<u>AMENITY CENTER</u>														
Insurance	\$10,902	\$10,258	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,258
General Facility Maintenance	\$15,000	\$2,721	\$0	\$665	\$254	\$1,874	\$2,268	\$1,883	\$347	\$1,647	\$1,675	\$2,447	\$1,530	\$17,312
Repairs & Replacements	\$15,000	\$1,951	\$3,364	\$4,518	\$1,575	\$0	\$0	\$247	\$812	\$1,067	\$150	\$282	\$539	\$14,505
Recreational Passes	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Email Marketing	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$0	\$322	\$73	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26	\$0	\$421
Other Current Charges	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permit Fees	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$0	\$250
Contingency	\$5,000	\$0	\$0	\$0	\$0	\$0	\$459	\$0	\$0	\$0	\$0	\$0	\$0	\$459
Special Events	\$12,000	\$3,939	\$0	\$3,304	\$0	\$650	\$0	\$3,612	\$0	\$300	\$381	\$1,069	\$1,154	\$14,409
Refuse Service	\$7,200	\$595	\$595	\$595	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$778	\$8,790
Security	\$10,000	\$753	\$448	\$568	\$688	\$1,045	\$457	\$285	\$1,228	\$1,045	\$1,155	\$1,611	\$305	\$9,589
Gate Monitor	\$5,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Utilities</u>														
Water & Sewer	\$4,500	\$307	\$314	\$320	\$300	\$320	\$307	\$331	\$314	\$374	\$320	\$314	\$327	\$3,847
Electric	\$23,000	\$1,455	\$1,235	\$1,288	\$1,180	\$1,559	\$1,151	\$1,182	\$1,243	\$1,650	\$2,005	\$1,780	\$2,120	\$17,848
Cable/Phone/Internet	\$3,720	\$306	\$306	\$306	\$325	\$324	\$326	\$324	\$324	\$324	\$368	\$368	\$368	\$3,970
<u>Management Contracts</u>														
Amenity Management	\$57,277	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$4,773	\$57,277
Facility Assistant	\$19,489	\$0	\$0	\$0	\$0	\$0	\$800	\$325	\$1,750	\$1,400	\$1,575	\$1,213	\$1,675	\$8,738
Field Management Services	\$22,388	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$1,866	\$22,388
Lifeguards	\$17,790	\$0	\$0	\$0	\$0	\$0	\$597	\$0	\$2,296	\$3,540	\$4,220	\$2,269	\$0	\$12,922
Pool Maintenance	\$12,500	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$12,500
Pool Chemicals	\$12,306	\$1,026	\$1,026	\$1,122	\$1,122	\$1,112	\$1,122	\$1,122	\$1,122	\$1,207	\$1,207	\$1,207	\$1,207	\$13,603
Janitorial	\$8,127	\$677	\$677	\$677	\$677	\$677	\$677	\$677	\$677	\$677	\$677	\$677	\$677	\$8,127
Janitorial Supplies	\$3,200	\$117	\$163	\$144	\$249	\$357	\$698	\$814	\$137	\$416	\$251	\$96	\$344	\$3,788
Holiday Decorations	\$0	\$0	\$263	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$263
AMENITY CENTER EXPENDITURES	\$267,024	\$31,785	\$16,393	\$21,262	\$14,829	\$16,378	\$17,321	\$19,262	\$18,960	\$22,106	\$22,444	21817.91	\$18,705	\$241,263
<u>OTHER SOURCES USES:</u>														
Capital Reserve - Transfer Out	(\$24,614)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$24,614)	\$0	\$0	(\$24,614)
OTHER SOURCES/(USES)	(\$24,614)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$24,614)	\$0	\$0	(\$24,614)
TOTAL EXPENDITURES	\$584,624	\$65,662	\$34,088	\$42,308	\$33,593	\$33,059	\$36,429	\$39,067	\$38,691	\$43,391	\$69,010	\$39,526	\$42,371	\$517,197
EXCESS REVENUES (EXPENDITURES)	(\$42,741)	(\$64,360)	(\$8,593)	\$454,850	(\$27,549)	(\$30,006)	(\$31,632)	(\$35,897)	(\$36,118)	(\$38,384)	(\$67,248)	(\$38,334)	(\$40,813)	\$35,917

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended September 30, 2022

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/22	ACTUAL THRU 09/30/22	VARIANCE
REVENUES:				
Capital Reserve Funding - Transfer In	\$24,614	\$24,614	\$24,614	\$0
Interest	\$250	\$250	\$1,708	\$1,458
TOTAL REVENUES	\$24,864	\$24,864	\$26,322	\$1,458
EXPENDITURES:				
Capital Outlay	\$20,000	\$20,000	\$34,172	(\$14,172)
Culture/Recreation	\$20,000	\$20,000	\$32,237	(\$12,237)
Repair and Maintenance	\$0	\$0	\$4,500	(\$4,500)
TOTAL EXPENDITURES	\$40,000	\$40,000	\$70,909	(\$30,909)
EXCESS REVENUES (EXPENDITURES)	(\$15,136)		(\$44,587)	
FUND BALANCE - Beginning	\$341,577		\$306,495	
FUND BALANCE - Ending	\$326,441		\$261,908	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND 2006A/2020A1 and A2

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended September 30, 2022

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 09/30/22	THRU 09/30/22	VARIANCE
REVENUES:				
Assessments - Tax Roll	\$926,572	\$926,572	\$928,789	\$2,218
Interest Income	\$50	\$50	\$1,322	\$1,272
TOTAL REVENUES	\$926,622	\$926,622	\$930,111	\$3,490
EXPENDITURES:				
DS 2020A1				
Interest Expense - 11/1	\$114,010	\$114,010	\$114,010	\$0
Interest Expense - 5/1	\$114,010	\$114,010	\$114,010	\$0
Principal Expense - 5/1	\$470,000	\$470,000	\$470,000	\$0
Principal Expense - 5/1 Prepayment	\$0	\$0	\$10,000	(\$10,000)
DS 2020A2				
Interest Expense - 11/1	\$47,139	\$47,139	\$47,139	\$0
Interest Expense - 5/1	\$47,139	\$47,139	\$47,139	\$0
Principal Expense - 5/1	\$135,000	\$135,000	\$135,000	\$0
Principal Expense - 5/1 Prepayment	\$0	\$0	\$5,000	(\$5,000)
TOTAL EXPENDITURES	\$927,298	\$927,298	\$942,298	(\$15,000)
OTHER FINANCIAL SOURCES/(USES)				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$676)		(\$12,186)	
FUND BALANCE - Beginning	\$175,191		\$463,884	
FUND BALANCE - Ending	\$174,515		\$451,698	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND 2006A/B/2020

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended September 30, 2022

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 09/30/22	THRU 09/30/22	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$4,307	\$4,307
TOTAL REVENUES	\$0	\$0	\$4,307	\$4,307
EXPENDITURES:				
Capital Outlay	\$0	\$0	\$827,045	(\$827,045)
Cost of Issuance	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$827,045	(\$827,045)
OTHER FINANCIAL SOURCES/(USES)				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		(\$822,738)	
FUND BALANCE - Beginning	\$0		\$1,852,263	
FUND BALANCE - Ending	\$0		\$1,029,526	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

Long-term Debt Report

Series 2020A1 Capital Improvement Revenue Refunding Bond	
Original Issue Amount:	\$9,545,000
Interest Rate:	2.00% - 3.00%
Maturity Date:	May 1, 2037
Reserve Fund Definition:	25% of Max Annual Debt Service
Reserve Fund Requirement:	\$173,593
Reserve Fund Balance:	\$173,593
Bonds outstanding - 9/30/20	\$9,545,000
Less: May 1, 2021 (Mandatory)	(\$455,000)
Less: May 1, 2022 (Mandatory)	(\$470,000)
Less: May 1, 2022 (Prepayment)	(\$10,000)
Current Bonds Outstanding:	\$8,610,000

Series 2020A2 Capital Improvement Revenue Refunding Bond	
Original Issue Amount:	\$2,890,000
Interest Rate:	2.75% - 3.75%
Maturity Date:	May 1, 2037
Reserve Fund Definition:	50% of Max Annual Debt Service
Reserve Fund Requirement:	\$115,100
Reserve Fund Balance:	\$115,100
Bonds outstanding - 9/30/20	\$2,890,000
Less: May 1, 2021 (Mandatory)	(\$130,000)
Less: May 1, 2022 (Mandatory)	(\$135,000)
Less: May 1, 2022 (Prepayment)	(\$5,000)
Current Bonds Outstanding:	\$2,620,000

C.

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022 SUMMARY OF ASSESSMENTS**

ASSESSED	# UNITS ASSESSED	SERIES 2020A DEBT ASSESSED	FY20 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	737	926,571.52	538,283.13	1,464,854.65
TOTAL ASSESSED NET	737	926,571.52	538,283.13	1,464,854.65

RECEIVED	BALANCE DUE	SERIES 2020A DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	(3,506.28)	928,789.38	539,571.55	1,468,360.93
TOTAL RECEIPTS	(3,506.28)	928,789.38	539,571.55	1,468,360.93

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2020 DEBT RECEIVED	O&M RECEIVED	TOTAL
1	11/10/2021	12,986.65	7,544.47	20,531.12
2	11/24/2021	29,798.11	17,310.93	47,109.04
3	12/6/2021	749,578.70	435,460.79	1,185,039.49
4	12/20/2021	105,474.82	61,274.62	166,749.44
5	1/13/2022	9,677.73	5,622.18	15,299.91
6	2/11/2022	3,755.20	2,181.55	5,936.75
7	3/11/2022	6,805.77	3,953.75	10,759.52
8	4/14/2022	3,410.96	1,981.56	5,392.52
9	5/19/2022	1,388.47	806.62	2,195.09
10	6/6/2022	1,368.47	795.00	2,163.47
TAX CERTS	6/14/2022	4,544.50	2,640.08	7,184.58
		-	-	
		-	-	
		-	-	
TOTAL FY18 TAX ROLL RECEIPTS		928,789.38	539,571.55	1,468,360.93

% TAX ROLL COLLECTED	100.24%	100.24%	100.24%
TOTAL COLLECTED	100.24%	100.24%	100.24%

D.

PINE RIDGE PLANTATION

Community Development District

Check Run Summary - General Fund

9/1/2022 - 9/30/2022

Date	Check Numbers	Amount
<u>General Fund</u>		
September 13, 2022	3073-3078	\$ 37,332.48
September 26, 2022	3079-3083	\$ 459,610.59
		<hr/>
		\$ 496,943.07
<u>Utilities and Autopayments</u>		
September 1, 2022	CCUA	\$ 30.00
September 15, 2022	Waste Management	\$ 778.27
September 16, 2022	SafeTouch	\$ 88.05
September 26, 2022	Comcast	\$ 368.27
		<hr/>
TOTAL UTILITIES PAID ONLINE OR AUTOPAY		\$ 1,264.59
		<hr/>
		\$ 498,207.66

*Fedex invoices available upon request.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/13/22	00035	9/02/22 16624	202209 300-15500-10000		*	20,499.00	
		FY23 POLICY RENEWAL		EGIS INSURANCE ADVISORS, LLC			20,499.00 003073
9/13/22	00003	9/01/22 232	202209 310-51300-34000		*	3,875.42	
		SEP MANAGEMENT FEES					
		9/01/22 232	202209 310-51300-49100		*	100.00	
		SEP WEBSITE ADMIN					
		9/01/22 232	202209 310-51300-35100		*	100.00	
		SEP INFORMATION TECH					
		9/01/22 232	202209 310-51300-31300		*	416.67	
		SEP DISSEM AGENT SERVICES					
		9/01/22 232	202209 310-51300-51000		*	.15	
		OFFICE SUPPLIES					
		9/01/22 232	202209 310-51300-42000		*	13.14	
		POSTAGE					
		9/01/22 232	202209 310-51300-42500		*	129.00	
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			4,634.38 003074
9/13/22	00185	9/04/22 3105974	202207 310-51300-31500		*	872.00	
		JUL GENERAL COUNSEL		KUTAK ROCK LLP			872.00 003075
9/13/22	00176	8/06/22 AUGUST 2	202208 330-57200-34500		*	152.00	
		8/6/22 SECURITY					
		8/06/22 AUGUST 2	202208 330-57200-34500		*	152.00	
		8/14/22 SECURITY					
		8/06/22 AUGUST 2	202208 330-57200-34500		*	152.00	
		8/21/22 SECURITY					
		8/06/22 AUGUST 2	202208 330-57200-34500		*	152.00	
		8/28/22 SECURITY					
				MICHAEL C LAYNE			608.00 003076
9/13/22	00054	9/01/22 13129560	202209 330-57200-46500		*	1,207.22	
		SEP POOL CHEMICALS		POOLSURE			1,207.22 003077
9/13/22	00073	8/30/22 434	202209 330-57200-60100		*	1,154.21	
		HALLOWEEN EVENT PREP10/29					
		9/01/22 433	202209 330-57200-46200		*	677.25	
		SEP JANITORIAL SERVICES					
		9/01/22 433	202209 330-57200-46400		*	1,041.67	
		SEP POOL MAINTENANCE					
		9/01/22 433	202209 330-57200-34000		*	1,865.67	
		SEP CONTRACT ADMIN					

PRP --PINERIDGE-- BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
		9/01/22 433	202209 330-57200-34100		*	4,773.08	
		SEP FAC MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES INC			9,511.88 003078
9/26/22 00107		9/08/22 SSI10763	202208 330-57200-34500		*	80.00	
		AUG EMPLOYMENT ADMIN FEE					
		9/08/22 SSI10763	202208 330-57200-34500		*	75.00	
		AUG EMPLOYMENT SCHEDULING					
				CLAY COUNTY SHERIFF'S OFFICE			155.00 003079
9/26/22 00089		8/01/22 INV13192	202208 320-53800-46200		*	8,305.59	
		AUG LANDSCAPE MAINTENANCE					
				DOWN TO EARTH			8,305.59 003080
9/26/22 00191		9/15/22 09152022	202209 300-15100-10000		*	450,000.00	
		TRANSFER TO SBA ACCOUNT					
				PINE RIDGE PLANTATION C/O STATE			450,000.00 003081
9/26/22 00076		9/02/22 26341B	202209 320-53800-46400		*	850.00	
		SEP LAKE MANAGEMENT					
				THE LAKE DOCTORS INC			850.00 003082
9/26/22 00192		9/02/22 8237	202209 320-53800-46000		*	300.00	
		RMV FALLING TREE					
				OUTSET CAPITAL PARTNERS DBA TREECO			300.00 003083
TOTAL FOR BANK A						496,943.07	
TOTAL FOR REGISTER						496,943.07	



Pine Ridge Plantation Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

INVOICE

Customer	Pine Ridge Plantation Community Development District
Acct #	290
Date	09/02/2022
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 20,499.00
Payment Amount	
Payment for:	Invoice#16624
100122550	

Thank You

Please detach and return with payment



Customer: Pine Ridge Plantation Community Development District

Invoice	Effective	Transaction	Description	Amount
16624	10/01/2022	Renew policy	Policy #100122550 10/01/2022-10/01/2023 Florida Insurance Alliance Package - Renew policy Due Date: 9/2/2022 1.300.15500.10000 35A	20,499.00
				Total
				\$ 20,499.00
FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349				

Thank You

Remit Payment To: Egis Insurance Advisors	(321)233-9939	Date
P.O. Box 748555		09/02/2022
Atlanta, GA 30374-8555	sclimer@egisadvisors.com	

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice**Invoice #:** 232**Invoice Date:** 9/1/22**Due Date:** 9/1/22**Case:****P.O. Number:****Bill To:**

Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

9/6 Approved

Description	Hours/Qty	Rate	Amount
Management Fees - September 2022	1,310.573.340	3,875.42	3,875.42
Website Administration - September 2022	491	100.00	100.00
Information Technology - September 2022	351	100.00	100.00
Dissemination Agent Services - September 2022	313	416.67	416.67
Office Supplies	510	0.15	0.15
Postage	420	13.14	13.14
Copies	425	129.00	129.00
Total			\$4,634.38
Payments/Credits			\$0.00
Balance Due			\$4,634.38

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

September 4, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3105974

Client Matter No. 16423-1

9/6 Approved

Jim Oliver
Pine Ridge CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

185A

1.310.573.315

Invoice No. 3105974

16423-1

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

07/10/22	W. Haber	0.20	52.00	Prepare correspondence to Giles regarding emergency expenditure
07/15/22	W. Haber	0.60	156.00	Confer with Soriano regarding landscape maintenance agreement and renewal of same
07/17/22	M. Rigoni	0.10	19.00	Prepare memorandum regarding statutory changes to publication requirements
07/19/22	W. Haber	0.40	104.00	Review and respond to correspondence regarding emergency repair; review proposal
07/20/22	W. Haber	0.40	104.00	Review and revise agreement for emergency repair to drain box
07/20/22	K. Jusevitch	0.50	62.50	Prepare agreement for storm drain repair; confer with Haber
07/22/22	W. Haber	0.40	104.00	Review and revise budget and O&M assessment resolutions
07/22/22	K. Jusevitch	0.50	62.50	Prepare meeting resolutions; confer with Haber

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

KUTAK ROCK LLP

Pine Ridge CDD

September 4, 2022

Client Matter No. 16423-1

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07/27/22	W. Haber	0.40	104.00	Review and respond to correspondence regarding landscape maintenance agreement
07/29/22	W. Haber	0.40	104.00	Review letter agreement with County for amenity expansion

TOTAL HOURS	3.90
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TOTAL FOR SERVICES RENDERED	\$872.00
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TOTAL CURRENT AMOUNT DUE	<u>\$872.00</u>
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Michael Layne
4631 Hedgehog St. Middleburg, FL 32068
(904)509-0828

CCSO OFF-DUTY INVOICE

INVOICE DATE
DATE:AUGUST 2022

TO:
PINE RIDGE PLANTATION
4200 PINE RIDGE PARKWAY
MIDDLEBURG, FL 32068

FOR:
prmgr@riversidemgtsvc.com

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
8/6/22	Checked the pool and spoke with some people celebrating a birthday. Neighborhood patrol with 2 citizen contacts. Checked the amenities center. Neighborhood patrol.	1815/2215	4	38.00	152.00
8/14/22	Checked amenity center. Vendor set up in the roundabout. Busy day at the pool. Neighborhood patrol. 2 citizen contacts. Checked amenity center. Neighborhood patrol.	1800/2200	4	38.00	152.00
8/21/22	Checked amenity center. Several residents in pool and fitness room. Neighborhood patrol. Stopped with a disabled vehicle but they had just stopped to use the phone. Tuned away a family at around 9:00 that wanted to swim. Checked amenity center area. Responded to a shots fired call on Wetland Ridge. Patrol also responded. Incident not verified or located. Neighborhood patrol.	1845/2245	4	38.00	152.00
8/28/22	Checked amenity center. 3 people in the main meeting room. Neighborhood patrol. Checked amenity center with 1 resident using the fitness center. Found open door to meeting area. Secured it with the key. Neighborhood patrol.	1830/2230	4	38.00	152.00
DEPUTY SIGNATURE: <i>Michael C. Layne</i>	Total		16		608.00

Make all checks payable to Michael Layne

1,330.572.345

176A

Thank you for your business!



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date

9/1/2022

Invoice #

131295609267

Terms	Net 20
Due Date	9/21/2022
PO #	

Bill To	Ship To
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,063.12
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
WM Surcharge	WM Surcharge	1	ea	85.05
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05

Thomas J. Jones 8-16-2022

POOL CHEMICALS

001. 330. 57200. 46500

54A

Subtotal	1,207.22
Shipping Cost (FEDEX GROUND)	0.00
Total	1,207.22
Amount Due	\$1,207.22

Remittance Slip

Customer
13GMS100
Invoice #
131295609267

Amount Due \$1,207.22

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295609267

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 434
Invoice Date: 8/30/2022
Due Date: 8/30/2022
Case:
P.O. Number:

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Halloween Event Prep - 10/29/2022 1,330.572.601 73A		1,154.21	1,154.21
Total			\$1,154.21
Payments/Credits			\$0.00
Balance Due			\$1,154.21

✓ 8/31/22
OK

Pine Ridge Plantation

Halloween Event Prep

10/29/22

GL#330-572-601

Total Expenses	Actual
District Checks	\$1,154.21
TOTAL EXPENSES DUE	\$0.00
	\$1,154.21

Site	Actual
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

Food/Beverages/Supplies	Actual
Totals	\$0.00

Entertainment/Arts & Crafts	Actual
Killer clown costume (mask, hands, costume)	\$205.00
black light tape, black light bars, neon poster board	\$642.87
animatronic killer clown	\$306.34
Totals	\$1,154.21

DISTRICT CHECK	AMOUNT
Payable To:	
Totals	\$0.00

8/30/22
C. Jones

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 433
Invoice Date: 9/1/2022
Due Date: 9/1/2022
Case:
P.O. Number:

Bill To:

Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

9/2 Approved

Description	73A	Hours/Qty	Rate	Amount
1.330.57200.46200 - Janitorial Services - September 2022			677.25	677.25
1.330.57200.46400 - Pool Maintenance Services - September 2022			1,041.67	1,041.67
1.330.57200.34000 - Contract Administration - September 2022			1,865.67	1,865.67
1.330.57200.34100 - Facility Management - Pine Ridge Plantation - September 2022			4,773.08	4,773.08
			Total	\$8,357.67
			Payments/Credits	\$0.00
			Balance Due	\$8,357.67

Jerry Lambert
9.2-22



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
GREEN COVE SPRINGS, FL 32043

(904) 284-7575

Invoice Number: SSI10763
Invoice Date: 9/8/2022

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

Ship

To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

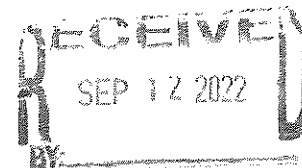
Due Date 9/23/2022
Terms Net 15 Days

Customer ID C0000507
P.O. Number
P.O. Date 9/8/2022
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee - AUGUST 2022		16	16	5.00	80.00
Fees-2nd Employment Scheduling - AUGUST 2022		3	3	25.00	75.00

107A

1.330.572.345



Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 155.00

Subtotal: 155.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 155.00

Down to Earth
Landscape & Irrigation
2701 Maitland Center Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700 Ext 3342



PAST DUE
August 2022
INV131928

Customer
Pine Ridge CDD
Governmental Management Services (GMS)
4200 Pine Ridge Plantation
Middleburg FL 32068
pszoza@rmsnf.com
(800) 509-6465

landscape maintenance
1.320.53800.46200
ME ^{89A} 9/16/22

Project/Job	Invoice Date	Due Date	Terms	PO #
Pine Ridge CDD Contract (073125) - Estimate 22931	8/1/2022	8/31/2022	Net 30	

Item	Qty	Rate	Amount
Lawn care Recurring Monthly Maintenance	1	\$8,305.59	\$8,305.59

Subtotal	\$8,305.59
Payments/Credits	\$0.00
Balance Due	\$8,305.59

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
September 15, 2022	\$450,000.00	Bernadette Peregrino

Payable to:

Pine Ridge Plantation CDD #191 A

Date Check Needed:


Budget Category:

ASAP	1.300.15100.10000
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Intended Use of Funds Requested:

Transfer to SBA Account
(Attach supporting documentation for request.)

MAKE CHECK PAYABLE TO:

 The Lake Doctors, Inc.
Po Box 20122
Tampa, FL 30622-0122
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER: _____ EXP. DATE: _____
SIGNATURE: _____ AMOUNT PAID: _____

ADDRESSEE

☐ Please print or type name of payee.

Pine Ridge Plantation CDD - Governmental
Management Services
475 West Town Pl
SUITE 114
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
719342	9/2/2022	\$850.00

The Lake Doctors
Po Box 20122
Tampa, FL 30622-0122

00000000075406001000000002634100000008500061

Please Return this portion with your payment

1.320.53800.46400

76A

Invoice 26341B

PO #

Date	Description	Quantity	Amount	Tax	Total
9/1/2022	4200 Pine Ridge Pkwy Middleburg, FL 32068 Water Management - Monthly		\$850.00	\$0.00	\$850.00

Please remit payment for this month's invoice.

Discount \$0.00

Adjustment \$0.00

Account# 719342

Lic#:

AMOUNT DUE

\$850.00

Treeco

267 Big Oak Rd
Saint Augustine, FL 32035 US
Alla@treeco.com



1921A
1.320.53860.46000

Maria
Pine Ridge Plantation

8237
09/02/2022
Net 30
10/02/2022

09/02/2022	Commercial Sales	Remove fallen tree blocking sidewalk access.	1	300.00	300.00
					\$300.00