

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, January 17, 2023 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
Rodney Hicks	Brightview Representative

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:03 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 copies of the agenda were on the table if anyone wished to follow along, and invited any member of the public to speak on agenda matters. There being none, the next item followed.

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THIRD ORDER OF BUSINESS**Organizational Matters****A. Appointment of Supervisor to Fill Vacant Seat (Seat 1)**

Ms. Giles noted that seat #1 was held by Jerry Ritchie. Ms. Giles gave the Board the options of appointing Mr. Ritchie to the seat to continue his term or nominate another individual to fill the vacancy. The Board nominated Mr. Ritchie to seat #1 to continue his term. She asked for a motion to approve.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Appointment of Jerry Ritchie to Fill Vacant Seat (Seat 1), was approved.

B. Oath of Office for Newly Elected & Appointed Supervisors

Ms. Giles administered the oaths of office to Jerry Ritchie, as well as to newly elected Supervisor Jeff Lewis, and the Board members were sworn onto the Board. She also reminded them of Florida State rules and laws such as Sunshine laws.

C. Election of Officers, Resolution 2023-02

Ms. Giles noted that the resolution was to add Mr. Lewis and Mr. Ritchie as Assistant Secretaries, and the Board agreed to keep their slate of officers as it was currently held. She stated that the designation of officers would be Mr. Biagetti as the Chair, Mr. Lewis as the Vice Chair, and Mr. Nazario, Mr. Montoya, and Mr. Ritchie as Assistant Secretaries. She also added that she would be the Secretary and Treasurer, as well as Daniel Laughlin, Jim Oliver, Darrin Mossing, and Howard McGaffney being Assistant Secretaries and Assistant Treasurers. She asked for a motion to approve.

On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, Resolution 2023-02 as slated above, was approved.

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

Mr. Soriano gave an update on the Series 2020 Project, noting that the irrigation and landscaping operations were the biggest concerns. He also noted that he had tried to schedule a final inspection of the equipment enclosure and the shade structure, but that a hold had been placed on the final inspection due to engineering. He stated that the pool contractor didn't want

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to start their equipment up until the irrigation and stabilization update was completed so that sand was not blowing onto the splash pad and getting into the filtration system. He also added that at the very least he would get the provisional certificates of completion or occupancy for the two items mentioned above.

B. Ratification of Pay Requisitions (047-050)

Ms. Giles noted that pay requisition 047 was for Basham & Lucas, 048 was Hoffman Commercial Construction, 049 was Convergent Technologies, and 050 was Hoffman Commercial Construction. She asked for a motion to ratify.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Pay Requisitions 047-050, were ratified.

Ms. Giles noted that the fund balance was \$403,245 left in the account, and that there were two more pay-outs from Hoffman Commercial for January and February for \$450,000, and this would leave them \$50,000 short in the construction fund account. She also added that the capital reserve account had \$263,000, which did not include the \$60,000 for Fiscal Year 2023 that had not been deposited into the account, which would make the total \$323,000 in the capital reserve account. She also noted that she would expect an invoice from Kutak Rock and Basham & Lucas. She explained that some items that would have put them over included \$59,000 in change orders, as well as \$52,000 for CCUA, Convergent, Keating, and the turtles.

Mr. Nazario asked if the irrigation would be added on top of those costs, and Mr. Hicks responded that it would be.

Mr. Hicks presented the irrigation portion, including that they had fixed the connection at the front of the building. He also presented a map of all the irrigation areas, which included the parking lot and the sports field. He noted that the sport field would approximately cost \$25,000, adding that it was not a formal quote. The total for the parking lot and the sports field would cost approximately \$32,000. He also noted that they were wanting to change the location of some of the irrigation areas, and if they chose to do so, the entire scope of the project, which included the parking lot and the sports field irrigation and location change, would cost approximately \$110,000.

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Mr. Nazario then asked about the St. Augustine splash pad, and Mr. Hicks noted that it was separate with a cost of \$8,572, with an extra cost for irrigation at \$5,402.

Discussion ensued on how to get the cost of irrigation down by almost half, and one suggestion was to hydroseed the sports field instead of laying sod on it. It was also noted that hydroseed was approximately \$2,000 to \$3,000 per 10,000 square feet.

Mr. Lewis asked if the pool irrigation system would be damaged if they replaced the pool as planned, and Mr. Soriano noted that they had the pool irrigation designed so that the major components of it were outside the pool, and damage would be minimal.

It was decided that the Board would go ahead with the hydroseeding, and they would send a blast email out to the community to inform them to stay off the field until the grass started sprouting.

Mr. Hicks clarified that the totals for St. Augustine Area 1 sod was \$31,953, Area 2 was \$4981, Area 3 was \$7,177, Area 4 (hydroseed) was estimated at \$15,000, and the splash area in Area 5 was \$8,572.

Mr. Hicks then clarified that the cost for the irrigation was \$55,116 for the total project, with \$5,639 being the parking lot, \$5,402 being Area 5 with the splash park. The restoration and irrigation for the pool was \$3,548, the sod install for Area 1 for the parking lot at St. Augustine was \$31,953.35, and the sod install at the splash park area being \$8572.85.

It was decided that Mr. Hicks would bring back a proposal for hydroseeding in the sports field area as well as any landscaping or tree work that would need to occur.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Brightview Irrigation for Areas 1, 5, and Restoration of Existing Pool Area, and Sod (Area 1 and 5), with a Total of Not to Exceed \$60,000, was approved.

Mr. Nazario asked if the slide tower repair was supposed to be taken out of the Capital Reserves as well, and Mr. Soriano replied that it was. He also added he had to get a finalized quote and that he did not see any other large purchases occurring within the fiscal year that would come out of the Capital Reserves.

Mr. Haber asked that an amendment to the ongoing maintenance include the above-mentioned scope of the work.

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Mr. Nazario asked how long it would take to get the approval, and Mr. Soriano noted that he would get that information out to the Board as soon as he had it.

Discussion also ensued regarding having a 5-year study plan done as to what the community would need in the near future, and it was agreed that one would occur after the current project was completed.

Ms. Giles also made a note that insurance would go up during the next year due to the addition of the new fencing and pools. Ms. Cranford added that there was a conversation with the HOA in which they were willing to make a donation for improvements for the CDD.

Mr. Haber noted that the HOA would most likely want the CDD to enter into an agreement with them that they are willing to make a donation to the CDD to fund improvements, and that the District agreed that they would spend the money only for those improvements.

C. Change Orders (14)

Ms. Giles presented Change Order 14 for \$1,000 to stripe the parking lot and asked for a motion to approve.

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Change Order #14 for \$1,000 to Stripe the Parking Lot, was approved.

FIFTH ORDER OF BUSINESS

Open Items

A. Sign at Entryway

Mr. Soriano noted that they were going to continue to work on fixing the sign at the entryway, and repair everything that they could.

B. Slide Tower

Mr. Soriano stated that for the slide tower, they would need 26 railing panels, 26 "L" brackets, and the total estimate would be approximately \$15,600, not counting the fiber glass. The total cost for the slide tower would approximately \$30,000. He noted he would keep the Board updated if he could get the numbers any lower than they were.

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SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing further to report.

B. District Manager

Ms. Giles noted she had nothing further to report.

C. Engineer

There being none, the next item followed.

D. Amenity & Operations Manager

1. Report

Ms. Cranford reviewed the Amenity and Operations Manager report, noting that the build-up of dirt that was along Pine Ridge Parkway was removed, and trash pickup around the ponds was being completed as well.

2. Landscape Quality Inspection Report

Ms. Cranford had nothing further to report.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Public Comments:

There were no public comments.

Supervisor Requests:

Mr. Nazario asked if they would be planning a grand opening, and Ms. Cranford responded that they would have something planned.

Mr. Ritchie noted that by Clay Charter, there were vehicles that were parked there that weren’t supposed to be there, and asked if they could put up “no parking” signs.

Ms. Cranford responded that they had talked to police officers in the area and the area that the individuals were parking in belonged to the county, therefore the CDD had no control over it.

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NINTH ORDER OF BUSINESS

Approval of Consent Agenda

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

Ms. Giles stated the minutes of the November 15, 2022 meeting were in the packet for Board review. The Board had no changes to the minutes.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Minutes of the November 15, 2022 Meeting, were approved.

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

Ms. Giles stated these ended December 31, 2022.

C. Assessment Receipts Schedule

Ms. Giles stated that they were 89% collected.

D. Approval of Check Register

Ms. Giles stated the check register is for \$107,767.02. She pointed out that this number included two months' worth of check runs. She asked for a motion to approve.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Check Register, was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 02/15/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for February 15, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

ELEVENTH ORDER OF BUSINESS

Continuation of Meeting

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the meeting was continued to February 15, 2023 at 6:00 p.m.

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DocuSigned by:

Marilee Giles

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Secretary / Assistant Secretary

DocuSigned by:

Matt Bragetti

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Chairman / Vice Chairman