

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, November 15, 2022 at 6:03 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
Rodney Hicks	Brightview Representative
Jay Jernigan	Brightview Representative
David Lara	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 all members in the audience were from Brightview and recommended moving to the next item.

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**THIRD ORDER OF BUSINESS****Series 2020 Project****A. Update Regarding Series 2020 Project**

An update was provided on the splashpad area and the delivery schedule. Mr. Soriano noted some items that were backordered that should arrive this week. He added the installation should occur in late November, and the painting occurred yesterday. Also discussed were the issues with the schedules and timing with other areas of the project to include the basketball goals and sidewalks. A question was asked on the construction contractor. Discussion ensued on the contractor issues, the parking lot, the light pole, and the resolutions were outlined. Ms. Cranford added comments on pricing. Service options for basketball court surface and completion timeline were discussed. Questions on the work guarantee and delays were further discussed.

**B. Ratification of Pay Requisitions (043-046)**

Ms. Giles noted these pay requisitions needed ratification. She added #43 was for ETM, #44 was for Basham & Lucas Design, #45 was for EMT, and #46 for Hoffman.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Pay Requisitions 043-046, were ratified.

**C. Change Orders (12-13)**

Ms. Giles noted #12 is for irrigation sleeves for the new parking lot for future irrigation. The reason for this change order was discussed and the issues with the water line. The change order #12 is for \$1331. Mr. Ritchie asked if this could fall under contingency and Mr. Haber noted he did not have the agreement in front of him. He added this could be qualified as a contingency but needed further review of the agreement. He noted after review, the agreement was for \$1,673,560 and provides for allowances in the amount of \$17,100. He added this does not appear to be eligible under a contingency since it is approved as additional work.

Mr. Ritchie asked the question if there was money in the contract for contingency. Ms. Giles noted the agreement shows the original contract amount of \$1.6 and with the change orders the new amount would be \$1.7. After discussion, Mr. Haber noted it was determined this contract does not contemplate a contingency.

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Ms. Giles added she could get a cost of complete schedule from Mr. Hoffman vs. what is left in the construction fund account. She added there is \$640,000 in the construction account. The Board noted there was concern on the amounts in the funds and the change orders.

Another question was asked if someone causes a problem, and the Board has a change order who would pay for the change order.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with Mr. Biagetti, Mr. Lewis, Mr. Nazario, and Mr. Montoya in favor and Mr. Ritchie opposed, Change Order #12, was approved 4-1.

Ms. Giles noted the change order #13 is for the light pole bases. Mr. Soriano discussed the issues with the light pole bases. It was recommended the extra base be added. It was clarified this change order was just for the bases. The Board asked for clarification this would not be a problem with the future with adding lights. It was noted an estimate was needed for the landscape. Discussion ensued on the cost of the irrigation, what was the cause of the problem and the exact location. The costs were discussed and how this cost fits into the budget. Ms. Giles noted what is left in the construction fund balance as of today is \$640,291. She added the balance to finish for Hoffman construction is the \$561,148. That would be \$79,000 left over, but some other fees will come out reducing that balance. She noted that this would leave maybe around \$30,000. Further discussion ensued on landscaping locations, costs, supply chain issues, and project timeline completion.

After discussion the Board asked the approval for the Change Order #13 be based on the contingency of the Brightview irrigation issue and a not to exceed of \$25,000.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Change Order #13 for \$16,519 With the Not To Exceed of \$25,000 for Brightview Irrigation Investigation, was approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Open Items**

##### **A. Sign at Entryway**

Ms. Cranford noted there were no updates.

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**B. Slide Tower**

Ms. Cranford reviewed the invoice for November and October and concerns for payment. Ms. Cranford updated on the Down to Earth invoices and who should cover the costs. Discussion ensued on the projects and the invoice issues. Mr. Nazario ask if they would have a set of documents that shows where all the lines and cables are located. It was noted these would be provided for underground electrical equipment. Continued discussion on the maps.

Ms. Giles noted there were 3 invoices including the November that will not be paid, the October, and the one for irrigation repair. The repairs were discussed, and it was questioned if the repairs were completed by Down To Earth. Future Irrigation repairs were discussed and the location of the issues and what services were provided. Mr. Haber commented on the Board payment of these invoices, and services clarification on the scope of services.

After discussion the Board directed the staff to not pay the November invoice #142485. It was also discussed to have staff work with Down To Earth to correct the October invoice #139267 and asked Hoffman Construction to coordinate payment to Down To Earth for Invoice #1411642.

**FIFTH 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 & Operations Manager reports and provided updates on activities and events.

Ms. Cranford noted the concerns on irrigation. She added the cost was #3,144.53.

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On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Brightview Irrigation Investigation for \$3,144.53, was approved.

**2. Landscape Quality Inspection Report**

Updates were provided on the landscaping issues.

**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 public comments.

**Supervisor Requests:**

There were no Supervisors’s requests.

**EIGHTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the October 19, 2022 Meeting**

Ms. Giles stated the minutes of the October 19, 2022 meeting were in the packet for Board review. The Board had no changes to the minutes.

**B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending September 30, 2022**

Ms. Giles stated these ended September 30, 2022.

**C. Assessment Receipts Schedule**

Ms. Giles stated these were 100% collected.

**D. Approval of Check Register**

Ms. Giles stated the check register is for \$498,207.66. She pointed out the high dollar item is the transfer of \$450,000 to the trust fund account that grows interest. The insurance payment was also in the register.

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

**NINTH ORDER OF BUSINESS**

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

Ms. Giles stated the next meeting is scheduled for January 17, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the meeting was adjourned.

DocuSigned by:  
*Marilee Giles*  
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Secretary / Assistant Secretary

DocuSigned by:  
*Matt Biagetti*  
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Chairman / Vice Chairman