

PINE RIDGE PLANTATION
Community Development District

May 16, 2023

AGENDA

Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.pineridgeplantationcdd.com

May 9, 2023

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, May 16, 2023 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 (55-58)
- IV. Open Items
 - A. Sign at Entryway
 - B. Slide Tower
- V. Consideration of Proposal from Brightview for Sod and Seeding
- VI. Consideration of Proposal from Riverside Management Services for Fiscal Year 2024 Services
- VII. Consideration of Resolution 2023-03, Approving the Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date for Adoption
- VIII. Consideration of Resolution 2023-04, Setting a Hearing on Revised Amenity Suspension and Termination Rules

- IX. Consideration of Resolution 2023-05, Resolution Regarding Records Retention Policies
- X. Staff Reports
 - A. Attorney
 - B. District Manager – Report on the Number of Registered Voters (1,511)
 - C. Engineer
 - D. Amenity & Operations Manager
 - 1. Report
 - 2. Landscape Quality Inspection Report
- XI. Public Comments / Supervisor's Requests
- XII. Approval of Consent Agenda
 - A. Approval of the Minutes of the February 15, 2023 Continued Meeting and the March 21, 2023 Meeting
 - B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2023
 - C. Assessment Receipts Schedule
 - D. Approval of Check Register
- XIII. Next Scheduled Meeting – 07/18/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center
- XIV. 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: 55

(B) Name of Payee: Brightview Landscape Services, Inc
PO Box 740655
Atlanta, GA 30374-0655

(C) Amount Payable: \$ 31,953.35

(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 Plantation Sod for New Construction (Areas 1 and 5) Invoice 8315675

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

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

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 Engineering

March 15, 2023

BrightView

Landscape Services

INVOICE

Sold To: 24488830
Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 8315675
Invoice Date: 2/28/2023
Sales Order: 8026010
Cust PO #:

Project Name: Pine Ridge: Sod for New Construction (Areas 1 and 5) (Original)

Project Description: Landscape Enhancements

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD Area 1 (St Augustine Option):	1.000	EA	31953.35	31,953.35
Total Invoice Amount					31,953.35
Taxable Amount					
Tax Amount					
Balance Due					31,953.35

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
Invoice #: 8315675
Invoice Date: 2/28/2023

Amount Due: \$ 31,953.35

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Pine Ridge CDD

Property Name	Pine Ridge CDD	Contact	Maria Cranford
Property Address	4200 Pine Ridge Plantation Middleburg, FL 32068	To	Pine Ridge Plantation CDD
		Billing Address	475 W Town Place Ste 114 St Augustine, FL 32092

Project Name Pine Ridge: Sod for New Construction (Areas 1)
Project Description Landscape Enhancements

Scope of Work

QTY	UoM/Size	Material/Description	Total
Area 1 (St Augustine Option):			\$31,953.35
1.00	LUMP SUM	Light Grade areas. Deep Edge any Necessary hardscapes. Dispatch of Crew. Remove any debris if needed	
20,500.00	SQUARE FEET	St Augustine Sod - Installed	

For internal use only

SO# 8026010
JOB# 346100576
Service Line 130

Total Price \$31,953.35

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automobile Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and price of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. **Termination:** The Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in the Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation ports. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 15% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer:

	Property Manager
Signature _____	Title _____
Maria Cranford	February 22, 2023
Printed Name _____	Date _____

BrighView Landscape Services, Inc. "Contractor"

	Enhancement Manager
Signature _____	Title _____
James Chadwick Knight	February 22, 2023
Printed Name _____	Date _____

Job #: 346100576

SO #: 8026D10 Proposed Price: \$31,953.35

**FIRST AMENDMENT TO AGREEMENT FOR LANDSCAPE & IRRIGATION SERVICES BETWEEN
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT AND BRIGHTVIEW
LANDSCAPE SERVICES, INC.**

This First Amendment ("First Amendment") is made and entered into this 31st day of February, 2023, by and between:

Pine Ridge Plantation Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Clay County, Florida, and having offices at c/o District Manager, c/o GMS Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"); and

BrightView Landscape Services, Inc., a Florida corporation, whose address is 11530 Davis Creek Court, Jacksonville, Florida 32256 (the "Contractor," and collectively with the District, the "Parties").

RECITALS

WHEREAS, on November 9, 2022, the District and the Contractor entered into an agreement for landscape and irrigation maintenance services (the "Services Agreement"); and

WHEREAS, pursuant to Section 11 of the Services Agreement, the Parties desire to amend the Services Agreement as set forth in more detail in Section 2 below; and

Whereas, any terms not otherwise defined herein shall have the meaning set forth in the Services Agreement.

WHEREAS, each of the Parties hereto has the authority to execute this First Amendment and to perform its obligations and duties hereunder, and each Party has satisfied all conditions precedent to the execution of this First Amendment so that this First Amendment constitutes a legal and binding obligation of each Party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Contractor agree as follows:

SECTION 1. The Services Agreement is hereby affirmed and the Parties hereto agree that it continues to constitute a valid and binding agreement between the Parties. Except as described in Section 2 of this First Amendment, nothing herein shall modify the rights and obligations of the Parties under the Services Agreement. All of the remaining provisions remain in full effect and fully enforceable.

SECTION 2.

- A. The Services Agreement is hereby amended to add the work described in the proposals attached hereto as **Composite Exhibit A** (the "Additional Work"). The District shall pay Contractor Fifty Five Thousand One Hundred Sixteen Dollars and One Cent (\$55,116.01) for the Additional Work as identified in **Composite Exhibit A** attached hereto and incorporated herein by reference. District shall pay Contractor upon completion of the Additional Work. Contractor shall invoice the District for the Additional Work upon completion of the Additional Work and acceptance by the District. The District shall provide payment within forty-five (45) days of receipt of Contractor's invoice. Such amounts include all materials and labor provided for in **Composite Exhibit A** and all items, labor, materials, or otherwise, to provide the District the maximum benefits of the Work.

SECTION 3. To the extent that any terms or conditions found in **Composite Exhibit A** conflict with the terms of the Services Agreement or this Amendment, the Services Agreement and this Amendment control and shall prevail.

SECTION 4. All other terms of the Services Agreement shall remain in full force and effect and are hereby ratified.

IN WITNESS WHEREOF, the Parties hereto have signed this First Amendment to the Services Agreement on the day and year first written above.

Attest:

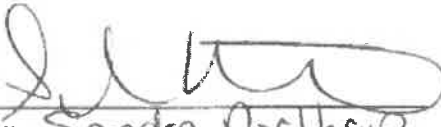
**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

DocuSigned by

Marilee Giles
Secretary/Assistant Secretary

DocuSigned by

Matt Baggett
Chairperson/Vice Chairperson


By: Sandra Northrup

BRIGHTVIEW LANDSCAPE SERVICES, INC.


By: 
Its: BM

Exhibit A: Proposals for Additional Work

Composite Exhibit A

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: 56

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

(C) Amount Payable: \$ 95,027.00

(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. 13

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

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

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.

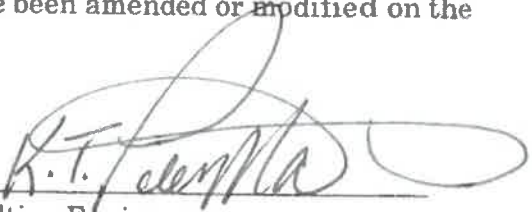
**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

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

March 28, 2023

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF THREE

PAGES

TO OWNER: Pine Ridge Plantation CDJ

PROJECT:

Pine Ridge Plantation Amenity Impr. Application No.

2201 13

Distribution by:

475 West Town Place, Suite #114

4200 Pine Ridge Parkway

FINAL

☒ OWNER

St. Augustine, FL 32002

Shalldenburg, FL 32068

PERIOD TO: 12/31/2023

☒ ARCHITECT

FROM CONTRACTOR

ARCHITECT:

Basham & Lucas Design Group, Inc.

Hoffman Commercial Construction, LLC

7645 Gate Parkway, Suite 201

6919 Distribution Ave S - Unit #5

Jacksonville, FL

CONTRACT FOR: Construction Amenity Improvements

CONTRACT DATE: 2/25/2023

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.

1. ORIGINAL CONTRACT SUM

\$ 1,073,560

2. Net change by Change Orders

\$ 91,249

3. CONTRACT SUM TO DATE (Line 1 + 2)

\$ 1,164,809

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)

\$ 1,164,809

5. RETAINAGE:

a. $\frac{5\%}{100}$ % of Completed Work

\$ 58,240

b. $\frac{5\%}{100}$ % of Stored Material

\$ -

Total Retainage (Lines 5a + 5b or

\$ 58,240)

(Total in Column I of G703)

\$ 58,240

6. TOTAL EARNED LESS RETAINAGE

\$ 1,106,569

(Line 4 Less Line 5 Total)

\$ 1,106,569

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

\$ 1,039,782

8. CURRENT PAYMENT DUE

\$ 66,787

9. BALANCE TO FINISH, INCLUDING RETAINAGE

\$ -

(Line 3 Less Line 6)

\$ -

CHANGE ORDER SUMMARY

ADDITIONS

DEDUCTIONS

Total changes approved

\$ 107,599

\$ (48,100)

Total approved this Month

\$ 1,370

\$ -

TOTALS

\$ 109,349

\$ (48,100)

NET CHANGES by Change Order

\$ 61,249

\$ -

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.

CONTRACTOR:

By:

Paul Hoffman

Date:

3/25/2023

State of Florida

County of Duval

Subscribed and sworn to before me

Notary Public: Carol Fluster

My Commission expires: 11/30/2025



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: \$ 95,027.00

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

ARCHITECT:

By:

Michael T. Lucas

Date:

3/25/2023

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.

Pine Ridge Plantation Amenity Improvements
Schedule of Values

2201 13
3-25-2023

DESCRIPTION	SCHEDULE OF VALUES	PREVIOUS APPL	WORK IN PLACE	STORIED MATERIAL	TOTAL COMPLETED TO DATE	%	BALANCE TO FINISH
1 GENERAL CONDITIONS / PM	\$ 128,960	128,960	0	0	128,960	100%	\$ -
2 GENERAL REQUIREMENTS	\$ 37,800	37,800	0	0	37,800	100%	\$ -
3 SITE WORK	\$ 298,400	298,400	0	0	298,400	100%	\$ -
4 POOL DECK PAVERS	\$ 12,500	12,500	0	0	12,500	100%	\$ -
5 BASKETBALL & TENNIS COURTS	\$ 195,900	190,023	5,877	0	195,900	100%	\$ -
6 FENCING	\$ 145,400	145,400	0	0	145,400	100%	\$ -
7 CONCRETE SIDEWALKS AND FOUNDATION	\$ 63,600	63,600	0	0	63,600	100%	\$ -
8 MASONRY POOL ENCLOSURE	\$ 22,800	22,800	0	0	22,800	100%	\$ -
9 MISC METALS	\$ 2,400	2,400	0	0	2,400	100%	\$ -
10 PAINTING ENCLOSURE	\$ 3,900	3,900	0	0	3,900	100%	\$ -
11 SPLASH POOL	\$ 346,800	346,800	0	0	346,800	100%	\$ -
12 BENCHES AND TRASH CANS	\$ 6,000	6,000	0	0	6,000	100%	\$ -
13 COURT SHADE STRUCTURE	\$ 15,000	15,000	0	0	15,000	100%	\$ -
14 PLUMBING	\$ 18,200	18,200	0	0	18,200	100%	\$ -
15 ELECTRICAL	\$ 219,900	219,900	0	0	219,900	100%	\$ -
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	6,116	0	0	6,116	100%	\$ -
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	19,836	0	0	19,836	100%	\$ -
22 CO #5 NEW PERIMETER FENCE	\$ 52,968	52,968	0	0	52,968	100%	\$ -
23 CO #6 ENCLOSURE GATE V.E.	\$ (5,100)	-5,100	0	0	-5,100	100%	\$ -
24 CO #9 REVISED ETM DRAWINGS	\$ 11,704	11,704	0	0	11,704	100%	\$ -
25 CO#10 TWO ADDITIONAL LIGHT POLE BASES	\$ 4,959	4,959	0	0	4,959	100%	\$ -
26 CO#11 CONDUITS FOR SECURITY AND CAM	\$ 8,373	8,373	0	0	8,373	100%	\$ -
27 CO#12 IRRIGATION SLEEVES UNDER PAVE	\$ 1,331	1,331	0	0	1,331	100%	\$ -
27 CO#14 STRIPE THE EXISTING LOT	\$ 1,000	1,000	0	0	1,000	100%	\$ -
27 CO#15 INSTALL SELF-CLOSING LATCHES	\$ 750	0	750	0	750	100%	\$ -
27 AT EQUIPMENT ENCLOSURE	\$ 109,600	108,504	1,096	0	109,600	100%	\$ -
28 HCC FEE	\$ 1,734,809	1,726,086	8,723	0	1,734,809	100.0%	\$ -
TOTAL							

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

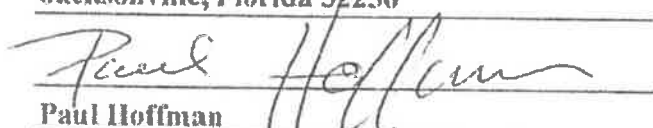
The undersigned lienor, in consideration of the final payment in the amount of \$ 95,027 and conditioned upon payment of check number _____ issued to the undersigned by: Pine Ridge Plantation CDD in said amount, waives and releases its lien right to claim a lien for labor, services, or materials furnished 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: 3/25/2023

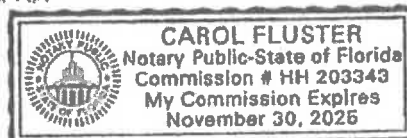
Lienor's Name: Hoffman Commercial Constructon, LLC
Address: 6919 Distribution Ave South - Unit #5
Jacksonville, Florida 32256
By: 
Printed Name: Paul Hoffman

STATE OF FLORIDA, COUNTY OF St. Johns
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON 3/16/2023
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.

Carol Fluster
NOTARY PUBLIC

HH 203343
COMMISSION NO.

CAROL FLUSTER
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

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: 57

(B) Name of Payee: Brightview Landscape Services, Inc
PO Box 740655
Atlanta, GA 30374-0655

(C) Amount Payable: \$ 14,589.81

(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 Irrigation for new construction around clubhouse/sports complex - Invoice 8278359

(E) Fund or Account and subaccount, if any, from which disbursement to be made: 22020 Project

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

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.

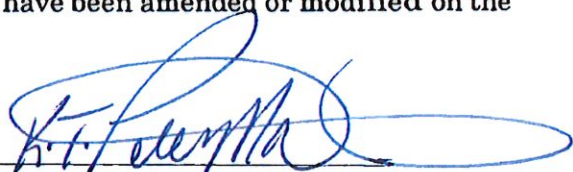
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**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 Engineering

April 18, 2023

BrightView

Landscape Services

INVOICE

Sold To: 24488830
Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 8278359
Invoice Date: 1/31/2023
Sales Order: 8022860
Cust PO #:

Project Name: Pineridge CDD Irrigation Proposal For New Construction Projects Around Clubhouse/Sports Complex
Project Description: Proposal To Install New irrigation Zones Around Pool And Sports Complex

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD				
	Area 1 New Parking Lot	1,000	EA	5639.00	5,639.00
	Area 5 Splash Park	1,000	EA	5402.81	5,402.81
	Existing Zones Around Pool	1,000	EA	3548.00	3,548.00
Total Invoice Amount					14,589.81
Taxable Amount					
Tax Amount					
Balance Due					14,589.81

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

*Please detach stub and remit with your payment***Payment Stub**

Customer Account #: 24488830
Invoice #: 8278359
Invoice Date: 1/31/2023

Amount Due: \$ 14,589.81*Thank you for allowing us to serve you*

Please reference the invoice # on your
check and make payable to

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Proposal for Extra Work at Pine Ridge CDD

Property Name	Pine Ridge CDD	Contact	Maria Cranford
Property Address	4200 Pine Ridge Plantation Middleburg, FL 32068	To	Pine Ridge Plantation CDD
		Billing Address	475 W Town Place Ste 114 St Augustine, FL 32092

Project Name Pineridge CDD Phase 1- Irrigation Proposal For New Construction Projects

Project Description Phase 1 Proposal To Install New irrigation Zones Around Splash Park And New Parking Lot

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
Area 1 New Parking Lot			Subtotal	\$5,639.00
1.00	FEET	PVC Pipe, 2", 1.5", 1", 3/4" and Flex	\$1,031.49	\$1,031.49
1.00	LUMP SUM	PVC Fittings Heads, Nozzles, Bubblers Etc...	\$416.45	\$416.45
2.00	EACH	Rain Bird Valve, Valve Box, DBYs, Wire Ect..	\$370.53	\$741.06
46.00	HOUR	Labor Hours To Complete Install	\$75.00	\$3,450.00
Area 5 Splash Park			Subtotal	\$5,402.81
1.00	FEET	PVC Pipe, 2", 1.5", 1", 3/4" and Flex	\$1,578.96	\$1,578.96
1.00	LUMP SUM	PVC Fittings Heads, Nozzles, Bubblers Etc...	\$427.25	\$427.25
2.00	EACH	Rain Bird Valve, Valve Box, DBYs, Wire Ect..	\$348.30	\$696.60
36.00	HOUR	Labor Hours To Complete Install	\$75.00	\$2,700.00
Existing Zones Around Pool			Subtotal	\$3,648.00
1.00	LUMP SUM	PVC Pipe, 2", 1.5", 1", 3/4" and Flex	\$813.56	\$813.56
1.00	LUMP SUM	PVC Fittings Heads, Nozzles, Bubblers Etc...	\$484.44	\$484.44
30.00	HOUR	Labor Hours To Complete Install	\$75.00	\$2,250.00

For Internal use only

SO# 8022860
JOB# 346100576
Service Line 150

Total Price \$14,589.81

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph: (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemics, pandemics, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assigns and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means at or about the time this proposal was prepared. The price quoted in this proposal for the work described is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to: concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer

Property Manager

Signature	Title
Maria Cronford	January 24, 2023
Printed Name	Date

BrighView Landscape Services, Inc. "Contractor"

Irrigation Manager

Signature	Title
David Lara	January 24, 2023
Printed Name	Date

Job #:	346100578		
SO #:	8022860	Proposed Price:	\$14,589.81

David Lara

From: James Knight
Sent: Tuesday, January 24, 2023 9:54 AM
To: Rodney Hicks; David Lara
Subject: RE: Proposal for irrigation and sodding work
Attachments: Pine Ridge Sod for New Construction Areas 1 and 5 SO 8022752.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Here you go.

From: Rodney Hicks
Sent: Tuesday, January 24, 2023 7:25 AM
To: Jay Soriano <jsoriano@gmsnf.com>
Cc: David Lara <David.Lara@brightview.com>; James Knight <James.Knight@brightview.com>
Subject: RE: Proposal for irrigation and sodding work

Yes sir!

We will get this over to you today.

Rodney Hicks CIC,CIT,CLIA
Senior Branch Manager
BrightView Landscape Services
T.904-292-0716
C.904-759-7753
Rodney.Hicks@8brightview.com

From: Jay Soriano <jsoriano@gmsnf.com>
Sent: Tuesday, January 24, 2023 7:23 AM
To: Rodney Hicks <Rodney.Hicks@brightview.com>
Subject: Proposal for irrigation and sodding work

EXTERNAL E-MAIL

Rodney, can we get a formal proposal/quote for the work that was approved (considered phase 1) in the meeting. Wes, would need to work up an agreement for you quickly once you are done.

It would be the work for : restoration to the pool area, irrigation for areas 1 and 5 to be complet, and the sodding for areas 1 and 5 (St. Aug sod). Also could you get me a timeline, as the pool contractor would like to be signed off and out of here but they do not want to turn the pool on with the sand next to it like it is currently.

Jay Soriano - Operations Manager

Governmental Management Services

jsoriano@gmsmf.com

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: 58

(B) Name of Payee: Brightview Landscape Services, Inc
PO Box 740655
Atlanta, GA 30374-0655

(C) Amount Payable: \$ 8,572.85

(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 sod for new construction (Areas 1 and 5) - Invoice 8315674

(E) Fund or Account and subaccount, if any, from which disbursement to be made: 22020 Project

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

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.

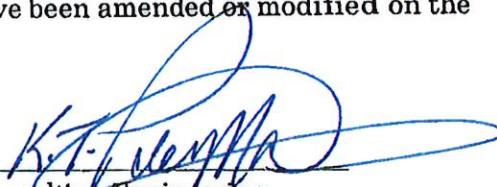
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**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 Engineering

April 25, 2023



INVOICE

Sold To: 24488830
Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 8315674
Invoice Date: 2/28/2023
Sales Order: 8022752
Cust PO #:

Project Name: Pine Ridge: Sod for New Construction (Areas 1 and 5)
Project Description: Landscape Enhancements

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD Area 5 (St Augustine Option):	1,000	EA	8572.85	8,572.85
Total Invoice Amount					8,572.85
Taxable Amount					
Tax Amount					
Balance Due					8,572.85

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
Invoice #: 8315674
Invoice Date: 2/28/2023

Amount Due: \$ 8,572.85

Thank you for allowing us to serve you

Please reference the invoice # on your
check and make payable to

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655



Proposal for Extra Work at Pine Ridge CDD

Property Name	Pine Ridge CDD	Contact	Maria Cranford
Property Address	4200 Pine Ridge Plantation Middleburg, FL 32068	To	Pine Ridge Plantation CDD
		Billing Address	475 W Town Place Ste 114 St Augustine, FL 32092

Project Name Pine Ridge: Sod for New Construction (Areas 5)
Project Description Landscape Enhancements

Scope of Work

QTY	UoM/Size	Material/Description	Total
Area 5 (St Augustine Option):			\$8,572.85
1.00	LUMP SUM	Light Grade areas. Deep Edge any Necessary hardscapes. Dispatch of Crew. Remove any debris if needed	
5,500.00	SQUARE FEET	St Augustine Sod - Installed	

For internal use only

SO# 8022752
JOB# 346100576
Service Line 130

Total Price \$8,572.85

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0718 fax (904) 292-1014

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforces shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as: extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the contractually reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. Access to Jobsite: Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. Payment Terms: Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise agreed to in writing.
12. Termination: This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. Assignment: The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign the Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities consolidation, change of control or corporate reorganization.
14. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. Cancellation: Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

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16. Tree & Stump Removal: Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to: concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. Waiver of Liability: Request for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboriculture) standards will require a signed waiver of liability.

Acceptance of the Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorney's fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Customer:

	Property Manager
Signature _____	Title _____
Maria Cranford	February 22, 2023
Printed Name _____	Date _____

BrightView Landscape Services, Inc. "Contractor"

	Enhancement Manager
Signature _____	Title _____
James Chadwick Knight	February 22, 2023
Printed Name _____	Date _____

Job #: 346100576

SO #: 8022752 Proposed Price: \$8,572.85

**FIRST AMENDMENT TO AGREEMENT FOR LANDSCAPE & IRRIGATION SERVICES BETWEEN
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT AND BRIGHTVIEW
LANDSCAPE SERVICES, INC.**

This First Amendment ("First Amendment") is made and entered into this 31st day of February, 2023, by and between:

Pine Ridge Plantation Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, being situated in Clay County, Florida, and having offices at c/o District Manager, c/o GMS Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"); and

BrightView Landscape Services, Inc., a Florida corporation, whose address is 11530 Davis Creek Court, Jacksonville, Florida 32256 (the "Contractor," and collectively with the District, the "Parties").

RECITALS

WHEREAS, on November 9, 2022, the District and the Contractor entered into an agreement for landscape and irrigation maintenance services (the "Services Agreement"); and

WHEREAS, pursuant to Section 11 of the Services Agreement, the Parties desire to amend the Services Agreement as set forth in more detail in Section 2 below; and

Whereas, any terms not otherwise defined herein shall have the meaning set forth in the Services Agreement.

WHEREAS, each of the Parties hereto has the authority to execute this First Amendment and to perform its obligations and duties hereunder, and each Party has satisfied all conditions precedent to the execution of this First Amendment so that this First Amendment constitutes a legal and binding obligation of each Party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Contractor agree as follows:

SECTION 1. The Services Agreement is hereby affirmed and the Parties hereto agree that it continues to constitute a valid and binding agreement between the Parties. Except as described in Section 2 of this First Amendment, nothing herein shall modify the rights and obligations of the Parties under the Services Agreement. All of the remaining provisions remain in full effect and fully enforceable.

SECTION 2.

- A. The Services Agreement is hereby amended to add the work described in the proposals attached hereto as **Composite Exhibit A** (the "Additional Work"). The District shall pay Contractor Fifty Five Thousand One Hundred Sixteen Dollars and One Cent (\$55,116.01) for the Additional Work as identified in **Composite Exhibit A** attached hereto and incorporated herein by reference. District shall pay Contractor upon completion of the Additional Work. Contractor shall invoice the District for the Additional Work upon completion of the Additional Work and acceptance by the District. The District shall provide payment within forty-five (45) days of receipt of Contractor's invoice. Such amounts include all materials and labor provided for in **Composite Exhibit A** and all items, labor, materials, or otherwise, to provide the District the maximum benefits of the Work.

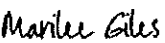
SECTION 3. To the extent that any terms or conditions found in **Composite Exhibit A** conflict with the terms of the Services Agreement or this Amendment, the Services Agreement and this Amendment control and shall prevail.

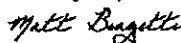
SECTION 4. All other terms of the Services Agreement shall remain in full force and effect and are hereby ratified.

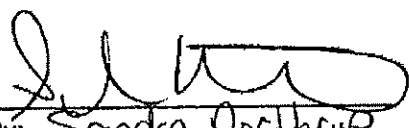
IN WITNESS WHEREOF, the Parties hereto have signed this First Amendment to the Services Agreement on the day and year first written above.

Attest:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

DocuSigned by:

Marilee Giles
Secretary/Assistant Secretary

DocuSigned by:

Matt Baggett
Chairperson/Vice Chairperson


By: Sandra Northrup

BRIGHTVIEW LANDSCAPE SERVICES, INC.




By: 
Its: SM

Exhibit A: Proposals for Additional Work

Composite Exhibit A



January 24, 2023
Page 1 of 2

Proposal for Extra Work at Pine Ridge CDD

Property Name	Pine Ridge CDD	Contact	Maria Cranford
Property Address	4200 Pine Ridge Plantation Middleburg, FL 32068	To	Pine Ridge Plantation CDD
		Billing Address	475 W Town Place Ste 114 St Augustine, FL 32092
Project Name	Pine Ridge Sod for New Construction (Areas 1 and 5)		
Project Description	Landscape Enhancements		

Scope of Work

QTY	Unit/Size	Material/Description	Total
Area 1 (St Augustine Option):			\$31,883.35
1.00	LUMP SUM	Light Grade areas. Deep Edge any Necessary landscapes. Dispatch of Crew. Remove any debris if needed	
20,500.00	SQUARE FEET	St Augustine Sod - Installed	
Area 5 (St Augustine Option):			\$8,572.89
1.00	LUMP SUM	Light Grade areas. Deep Edge any Necessary landscapes. Dispatch of Crew. Remove any debris if needed	
5,500.00	SQUARE FEET	St Augustine Sod - Installed	

For Internal use only

BO# 8022752
JOB# 348100578
Service Line 130

Total Price \$40,526.20

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32226 ph: (904) 282-0716 fax: (904) 282-1014



January 24, 2023
Page 1 of 2

Proposal for Extra Work at Pine Ridge CDD

Property Name	Pine Ridge CDD	Contact	Maria Cranford
Property Address	4200 Pine Ridge Plantation Middleburg, FL 32068	To	Pine Ridge Plantation CDD
		Billing Address	475 W Town Place Ste 114 St Augustine, FL 32092

Project Name Pine Ridge CDD Phase 1- Irrigation Proposal For New Construction Projects
Project Description Phase 1 Proposal To Install New Irrigation Zones Around Splash Park And New Parking Lot

Scope of Work

QTY	Unit/Size	Material/Description	Total
Area 1 New Parking Lot			\$5,638.00
1.00	FEET	PVC Pipe, 2", 1.5", 1", 3/4" and Flex	
1.00	LUMP SUM	PVC Fittings Heads, Nozzles, Bubbler Etc.	
2.00	EACH	Rain Bird Valve, Valve Box, DBYs, Wire Etc.	
48.00	HOUR	Labor Hours To Complete Install	
Area 3 Splash Park			\$5,402.81
1.00	FEET	PVC Pipe, 2", 1.5", 1", 3/4" and Flex	
1.00	LUMP SUM	PVC Fittings Heads, Nozzles, Bubbler Etc.	
2.00	EACH	Rain Bird Valve, Valve Box, DBYs, Wire Etc.	
36.00	HOUR	Labor Hours To Complete Install	
Existing Zones Around Pool			\$3,548.00
1.00	LUMP SUM	PVC Pipe, 2", 1.5", 1", 3/4" and Flex	
1.00	LUMP SUM	PVC Fittings Heads, Nozzles, Bubbler Etc.	
30.00	HOUR	Labor Hours To Complete Install	

For Internal use only

SO# 8022860
JOB# 346100576
Service Line 150

Total Price \$14,589.81

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11330 Davis Creek Court, Jacksonville, FL 32256 ph: (904) 292-8716 fax: (904) 292-1014

FIFTH ORDER OF BUSINESS

Proposal for Extra Work at Pine Ridge CDD

Property Name	Pine Ridge CDD	Contact	Maria Cranford
Property Address	4200 Pine Ridge Plantation Middleburg, FL 32068	To	Pine Ridge Plantation CDD
		Billing Address	475 W Town Place Ste 114 St Augustine, FL 32092
Project Name	Pine Ridge: Sod for New Construction (Area Behind Splash Park and Slide)		
Project Description	Landscape Enhancements		

Scope of Work

QTY	UoM/Size	Material/Description	Total
Area Behind Splash Park and Slide:			\$6,234.80
1.00	LUMP SUM	Light Grade areas. Deep Edge any Necessary hardscapes. Dispatch of Crew. Remove any debris if needed	
4,000.00	SQUARE FEET	St Augustine Sod - Installed	

For internal use only

SO# 8061297
JOB# 346100576
Service Line 130

Total Price \$6,234.80

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

- The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
- Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
- Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
- Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

- Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

- Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
- Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Property Manager	
Signature	Title
Maria Cranford	March 10, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Enhancement Manager	
Signature	Title
James Chadwick Knight	March 10, 2023
Printed Name	Date

Job #:	346100576		
SO #:	8061297	Proposed Price:	\$6,234.80

Proposal for Extra Work at Pine Ridge CDD

Property Name	Pine Ridge CDD	Contact	Maria Cranford
Property Address	4200 Pine Ridge Plantation Middleburg, FL 32068	To	Pine Ridge Plantation CDD
		Billing Address	475 W Town Place Ste 114 St Augustine, FL 32092
Project Name	Pine Ridge: Hydroseeding Open Field		
Project Description	Landscape Enhancements		

Scope of Work

Please note:

4 Applications are quoted to ensure proper growth of seeds.

QTY	UoM/Size	Material/Description	Total
Hydroseeding Open Field 1st Application:			\$4,882.50
1.00	LUMP SUM	Hydroseeding Open Field. (Labor and material Included)	
Hydroseeding Open Field 2nd Application:			\$4,882.50
1.00	LUMP SUM	Hydroseeding Open Field. (Labor and material Included)	
Hydroseeding Open Field 3rd Application:			\$4,882.50
1.00	LUMP SUM	Hydroseeding Open Field. (Labor and material Included)	
Hydroseeding Open Field 4th Application:			\$4,882.50
1.00	LUMP SUM	Hydroseeding Open Field. (Labor and material Included)	

For internal use only

SO# 8061360
JOB# 346100576
Service Line 130

Total Price \$19,530.00

THIS IS NOT AN INVOICE

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

TERMS & CONDITIONS

- The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
- Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
- License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
- Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
- Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
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- Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
- Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
- Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
- Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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- Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Property Manager

Signature	Title
Maria Cranford	March 10, 2023
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

Enhancement Manager

Signature	Title
James Chadwick Knight	March 10, 2023
Printed Name	Date

Job #:	346100576		
SO #:	8061360	Proposed Price:	\$19,530.00

SIXTH ORDER OF BUSINESS

RIVERSIDE MANAGEMENT SERVICES, INC.

9655 Florida Mining Boulevard West – Building 300 – Suite 305 – Jacksonville, Florida - 32257

May 2, 2023

Marilee Giles
Pine Ridge Plantation Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Amenity Management, Facility Assistant, Field Management, Lifeguards,
Gate Monitors, Pool Maintenance and Janitorial Services


Dear Marilee:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Pine Ridge Plantation Community Development District:

<u>Services</u>	<u>FY 2023 Budget</u>	<u>FY 2023 Actual Fee</u>	<u>FY 2024 Proposed Fee</u>
Amenity Manager	\$61,859	\$61,859	\$67,426
Facility Assistant (735.43 hrs)	\$19,489	\$19,489	\$19,489
Field Management	\$24,179	\$24,179	\$25,630
Pool Maintenance	\$13,500	\$13,500	\$14,310
Janitorial Service	\$8,777	\$8,777	\$9,304
Lifeguard Service (954 hrs)	\$19,080	\$19,080	\$19,080
Gate Monitor (307.30 hrs)	\$6,146	\$6,146	\$6,146

The proposed fees will remain static for Facility Assistant, lifeguards and Gate Monitors, but we are asking for a cost of living increase for the Amenity Manager, Operations Manager, Pool Maintenance and Janitorial Services. The amounts for Lifeguards reflects a \$1.50 per hour rate increase to offset the impact of the mandated minimum wage increase of \$1.00 plus taxes, insurance and cost of living increase. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in cost to operate in these unprecedented times. Should you have any questions or comments, please feel free to give me a call.

Sincerely,



Jerry Lambert
Vice President

SEVENTH ORDER OF BUSINESS

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Pine Ridge Plantation Community Development District ("**District**") prior to June 15, 2023, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: July 18, 2023

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Clay County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 16th DAY OF MAY, 2023.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

***Proposed Budget
Fiscal Year 2024***



***Pine Ridge Plantation Community
Development District***

May 16, 2023



Pine Ridge Plantation Community Development District

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<i>Capital Reserve</i>	<i>Page 14</i>

Pine Ridge Plantation

Community Development District

General Fund

Description	Adopted Budget FY2023	Actual YTD As of 4/30/2023	Projected Next 5 Months	Projected Thru 9/30/23	Proposed Budget FY2024
Revenues					
Assessments	\$681,433	\$676,886	\$4,526	\$681,411	\$735,075
Misc. Income/Facility Rental	\$3,000	\$3,525	\$5,025	\$8,550	\$3,000
Interest Earned	\$600	\$16,493	\$8,250	\$24,743	\$12,500
Total Revenues	\$685,033	\$696,904	\$17,801	\$714,705	\$750,575

Expenditures

Administrative

Supervisors Fees	\$9,600	\$4,800	\$3,000	\$7,800	\$8,000
FICA	\$734	\$367	\$230	\$597	\$612
Engineering	\$7,000	\$0	\$1,520	\$1,520	\$3,000
Attorney	\$20,000	\$6,168	\$6,000	\$12,168	\$20,000
Annual Audit	\$3,175	\$0	\$3,175	\$3,175	\$3,175
Assessment Roll	\$5,260	\$5,260	\$0	\$5,260	\$5,576
Arbitrage	\$1,200	\$600	\$0	\$600	\$600
Trustee	\$6,000	\$4,041	\$0	\$4,041	\$4,100
Dissemination	\$5,000	\$2,917	\$2,083	\$5,000	\$5,250
Management Fees	\$48,830	\$28,484	\$20,346	\$48,830	\$51,760
Information Technology	\$1,400	\$817	\$583	\$1,400	\$1,600
Telephone	\$500	\$133	\$217	\$350	\$500
Postage	\$1,000	\$215	\$750	\$965	\$1,000
Printing & Binding	\$1,200	\$387	\$1,725	\$2,112	\$1,500
Insurance	\$9,948	\$8,911	\$0	\$8,911	\$10,248
Legal Advertising	\$2,500	\$303	\$1,140	\$1,443	\$2,500
Other Current Charges	\$600	\$182	\$140	\$322	\$600
Website Maintenance	\$1,200	\$700	\$500	\$1,200	\$1,200
Office Supplies	\$300	\$4	\$146	\$150	\$300
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Administrative Expenses	\$125,622	\$64,463	\$41,556	\$106,018	\$121,695

Amenity Center

Insurance	\$12,310	\$14,398	\$0	\$14,398	\$21,597
General Facility Maintenance	\$17,000	\$6,762	\$10,427	\$17,190	\$18,700
Repairs & Replacements	\$25,000	\$10,625	\$14,375	\$25,000	\$27,500
Recreational Passes	\$500	\$0	\$500	\$500	\$500
Postage	\$100	\$0	\$0	\$0	\$0
Printing & Email Marketing	\$125	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$205	\$295	\$500	\$500
Other Current Charges	\$250	\$0	\$0	\$0	\$0
Permit Fees	\$250	\$175	\$250	\$425	\$425
Contingency	\$5,000	\$0	\$460	\$460	\$1,000
Special Events	\$15,000	\$12,979	\$2,021	\$15,000	\$15,000
Refuse Service	\$9,600	\$5,759	\$4,281	\$10,040	\$10,787
Security	\$12,500	\$9,530	\$5,240	\$14,770	\$18,646
Gate Monitor	\$6,146	\$0	\$3,073	\$3,073	\$6,146

Pine Ridge Plantation

Community Development District

General Fund

Description	Adopted Budget FY2023	Actual YTD As of 4/30/2023	Projected Next 5 Months	Projected Thru 9/30/23	Proposed Budget FY2024
<u>Utilities</u>					
Water & Sewer	\$4,500	\$2,784	\$2,125	\$4,909	\$5,400
Electric	\$23,000	\$11,902	\$8,500	\$20,402	\$25,000
Cable/Phone/Internet	\$4,200	\$2,652	\$1,935	\$4,587	\$5,111
<u>Management Contracts</u>					
Amenity Management	\$61,859	\$36,084	\$25,775	\$61,859	\$67,426
Facility Assistant	\$19,489	\$601	\$18,889	\$19,489	\$19,489
Field Management Services	\$24,179	\$14,104	\$10,075	\$24,179	\$25,630
Lifeguards	\$19,080	\$0	\$19,080	\$19,080	\$19,080
Pool Maintenance	\$13,500	\$7,875	\$5,625	\$13,500	\$14,310
Pool Chemicals	\$16,159	\$9,645	\$7,529	\$17,173	\$21,683
Janitorial Service	\$8,777	\$5,120	\$3,657	\$8,777	\$9,304
Janitorial Supplies	\$4,000	\$1,414	\$2,374	\$3,788	\$5,000
Holiday Decorations	\$0	\$72	\$0	\$72	\$0
Amenity Center Expenses	\$303,225	\$152,688	\$146,484	\$299,172	\$338,234
<u>Grounds Maintenance</u>					
Landscape Maintenance	\$126,000	\$69,974	\$58,311	\$128,285	\$154,236
Lake Maintenance	\$12,930	\$5,950	\$4,250	\$10,200	\$14,830
Electric	\$2,500	\$1,064	\$675	\$1,739	\$2,500
Water	\$26,000	\$7,749	\$7,500	\$15,249	\$26,000
Repairs and Maintenance	\$20,000	\$7,511	\$10,941	\$18,452	\$22,000
Irrigation Repairs	\$3,500	\$3,144	\$1,000	\$4,144	\$4,000
Contingencies	\$4,451	\$0	\$2,226	\$2,226	\$4,451
Grounds Maintenance Expenses	\$195,381	\$95,393	\$84,903	\$180,296	\$228,017
Capital Reserve	\$60,805	\$60,805	\$0	\$60,805	\$62,629
Total Expenses	\$685,033	\$373,348	\$272,943	\$646,291	\$750,575
EXCESS REVENUES/(EXPENSES)	\$0	\$323,555	(\$255,142)	\$68,413	\$0

	<u>FY2023</u>	<u>FY2024</u>	
Units	737	737	<u>\$ Increase</u>
Gross Assess per Unit	\$984	\$1,061	\$77
Net Assess per Unit	\$925	\$997	
Total Gross Assessment	\$724,930	\$781,996	<u>% Increase</u>
Less: Discounts & Collections (6%)	(\$43,496)	(\$46,920)	8%
Total Net Assessment **	<u>\$681,433</u>	<u>\$735,075</u>	

*Pine Ridge Plantation
Community Development District
General Fund Budget*

REVENUES:

Assessments

The District will levy a Non-Ad Valorem assessment on all the platted lots within the District to pay all of the operating expenses for the Fiscal Year in accordance with the adopted budget.

Misc. Income/Facility Rental Fees

Includes replacement key deposits and income from residents for rental of facilities for personal use.

Interest Earned

Maintenance Assessment income of the District will be invested in accordance with Florida Statutes and the investment guidelines approved by the Board of Supervisors.

EXPENDITURES:

Administrative:

Supervisor Fees/FICA

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon all five supervisors attending the estimated 8 annual meetings. The FICA represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

Engineering

The District's engineering firm, England, Thims & Miller, Inc., will be providing general engineering services to the District, including attendance and preparation for monthly board meetings, review invoices, etc.

Attorney

The District's legal counsel, Kutak Rock LLP, will be providing general legal services to the District, including attendance and preparation for monthly meetings, preparation and review of agreements, resolutions, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm, Berger, Toombs, Elam, Gaines & Frank.

Assessment Roll

The District contracts with Governmental Management Services, LLC for the certifications of the District's annual maintenance and debt service assessments to the Clay County Tax Collector.

Pine Ridge Plantation Community Development District General Fund Budget

Arbitrage

The District is required to have an Arbitrage Rebate Calculation on the District's Series 2020A1 and A2 Capital Improvement Revenue Bonds. Grau and Associates is contracted to provide annual report.

Trustee

The District's Series 2020 A1 and A2 Capital Improvement Revenue Bonds are held by a Trustee at U.S. Bank. The amount represents the fee for the administration of the District's bond issue.

Dissemination Agent

The District has contracted with Governmental Management Services, LLC, to act as the Dissemination Agent for the District to prepare the Annual Disclosure Report required by the Security and Exchange Commission in order to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for unrated bond issues.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Services as part of agreement with Governmental Management Services, LLC.

Telephone

This item includes the cost of a telephone and fax machine.

Postage

This item includes overnight deliveries, correspondence, and mailed checks to vendors.

Printing & Binding

Printing of checks, stationary, envelopes etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc.

Pine Ridge Plantation Community Development District General Fund Budget

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year. Also includes service fee to provide revised amortization schedule by Disclosure Services.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Maintained by Governmental Management Services

Office Supplies

This item includes the cost of miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Amenity Center

Insurance

The District's Property Insurance policy will be with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies.

General Facility Maintenance

Cost of routine repairs and maintenance of the District's common areas and Amenity Center.

Repairs and Replacements

Represents any funds that will be used to make repairs and replacements to facility or equipment in the District Amenity Center

Recreation Passes

Represents the estimated cost for access cards to the District's Amenity Center.

Postage

This item includes mailing of newsletter to residents.

Printing & Email Marketing

Includes costs of publishing newsletter and other mailings/emails associated with the amenity center.

Pine Ridge Plantation Community Development District General Fund Budget

Office Supplies

This item includes the cost of office supplies needed for the operation of the amenity center.

Other Current Charges

Any unanticipated costs to the amenity center

Permit Fees

Represents Permit Fees paid to the Department of Health for the swimming pool.

Contingency

This item includes a contingency for any unanticipated and unscheduled cost to the District, postage for mailing of newsletter to residents, and costs of publishing newsletter and other mailings/emails associated with the amenity center.

Amenity Management

Services provided by Riverside Management Services, Inc. to provide management services of amenity center.

Vendor	Monthly	Annual
Riverside Management Services	\$5,619	\$67,426

Facility Assistant

Services provided by Riverside Management Services, Inc. to provide part time staffing of amenity center.

Vendor	Monthly	Annual
Riverside Management Services	\$1,624	\$19,489

Special Events

This item represents the estimated cost for the District to host any special events for the community throughout the Fiscal Year.

Utilities:

Water

District currently has one account with CCUA for water at the Amenity Center. Budget includes growth for additional use and new accounts.

Account #	Service Address	Monthly	Annual
257235	4200 Pine Ridge Pkwy Amenity	\$409	\$4,908
	Contingency	\$41	\$492
		\$450	\$5,400

Pine Ridge Plantation Community Development District General Fund Budget

Electric

District currently has one account with Clay Electric for electric at the Amenity Center. Budget includes growth for additional use and new accounts.

Account #	Service Address	Monthly	Annual
7808611	4200 Pine Ridge/Amenity	\$1,600	\$19,200
	Contingency	\$483	\$5,800
		\$2,083	\$25,000

Cable/Phone/Internet

Cost of cable, telephone and internet service provided by Comcast for the Amenity Center.

Management Contracts

Field Management Services

The District has contracted with Riverside Management Services, Inc. for the supervision and on-site management of Pine Ridge Plantation.

Vendor	Monthly	Annual
Riverside Management Services	\$2,136	\$25,630

Lifeguards

The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

Pool Maintenance

The District has contracted with Riverside Management Services, Inc. to provide pool cleaning and maintenance services. Monthly service is for two cleanings, plus the cost of chemicals. During summer months, cleanings may be increased to three times a week.

Vendor	Monthly	Annual
Riverside Management Services	\$1,193	\$14,310

Pool Chemicals

Poolsure will provide the necessary chemicals for the Amenity Center pool.

Vendor	Monthly	Annual
Poolsure	\$1,506	\$18,069
Contingency	\$301	\$3,614
	\$1,807	\$21,683

Pine Ridge Plantation Community Development District General Fund Budget

Janitorial Service

The District has contracted with Riverside Management Services to provide janitorial services for the Amenity Center.

Vendor	Monthly	Annual
Riverside Management Services	\$775	\$9,304

Janitorial Supplies

All supplies needed for janitorial services.

Refuse Service

This item includes the cost of garbage disposal for the District contracted with Advanced Disposal.

Security/Monitoring

The District employs off-duty officers through the Clay County Sheriff's Office to provide security services for the District. Also contracted with SafeTouch for security monitoring alarm, Keatings Communications for annual monitoring for security cameras and annual cloud storage, and Pye-Barker Fire and Safety for annual fire monitoring.

Vendor	Monthly	Annual
Clay County Sheriffs Officers	\$960	\$11,520
Safetouch	\$88	\$1,057
Keatings Communications		\$2,970
Keatings Communications		\$1,190
Pye-Barker Annual Monitoring		\$900
Contingency	\$84	\$1,009
	\$1,132	\$18,646

Gate Monitor

Services provided by Riverside Management Services, Inc. to check people in and out at the pool gate.

Vendor	Monthly	Annual
Riverside Management Services	\$512	\$6,146

Grounds Maintenance:

Landscape Maintenance

The District has contracted with Brightview Landscape Services Inc to provide landscaping services to all the common areas within the District.

Vendor	Monthly	Annual
Brightview Landscape Svcs Inc	\$11,662	\$139,947

Pine Ridge Plantation Community Development District General Fund Budget

Lake Maintenance

The District has contracted with The Lake Doctors to perform monthly service to include inspections and treats as necessary for the control and prevention of aquatic weeds and algae and RMS for trash pickup.

Vendor	Monthly	Annual
The Lake Doctors	\$850	\$10,200
Fish Stocking		\$1,900
RMS	\$200	\$2,400
Contingency	\$28	\$330
	\$1,078	\$14,830

Electric

The District currently has the following accounts with Clay Electric.

Account #	Service Address	Monthly	Average
8824799	4201-1 Pine Ridge Pkwy #1 Irrig Clock	\$30	\$360
8824808	1217-1 Camp Ridge Land	\$30	\$360
7371685	4392-1 Pine Ridge Park - Irrigation	\$30	\$360
8824805	1452-2 Tynes Blvd - Entrance	\$39	\$468
8837872	1484 Tynes Blvd #2 Irrig Clock/Sign	\$40	\$480
	Contingency	\$35	\$472
		\$204	\$2,500

Water

The District currently has the following accounts with CCUA. Budget includes growth for additional use and new accounts.

Account #	Service Address	Monthly	Average
246892	1376-1 Tynes Blvd Reclaimed	\$150	\$1,800
246893	1475-1 Tyne Blvd Reclaimed	\$150	\$1,800
248250	4228-1 Pine Ridge Pkwy Reclaimed	\$450	\$5,400
248496	4354-1 Foggy Day Dr Reclaimed Irrigation	\$200	\$2,400
248497	4421-1 Pine Ridge Pkwy Reclaimed	\$220	\$2,640
248498	4688-1 Pine Lake Dr Reclaimed	\$25	\$300
248499	4201-2 Pine Ridge Pkwy Irrigation	\$64	\$768
257236	4200-1 Pine Ridge Pkwy Irrigation	\$200	\$2,400
260144	4200 Pine Ridge Pkwy Reclaimed	\$350	\$4,200
	Contingency	\$358	\$4,292
		\$2,167	\$26,000

Repair & Maintenance

Regular maintenance and replacement.

*Pine Ridge Plantation
Community Development District
General Fund Budget*

Contingencies

This item includes a contingency for any unanticipated and unscheduled cost to the District.

Capital Reserve

The District has established a Capital Reserve to fund renewal and replacement of the District's capital related facilities and equipment.

Pine Ridge Plantation

Community Development District

Debt Service Fund
Series 2006 A/2020A1 and A2

Description	Adopted Budget FY2023	Actual YTD As of 4/30/2023	Projected Next 5 Months	Projected Thru 9/30/23	Proposed Budget FY2024
Revenues					
Assessments - Tax Roll	\$926,572	\$920,417	\$0	\$920,417	\$926,572
Interest Income	\$250	\$16,776	\$8,400	\$25,176	\$12,500
Fund Balance	\$161,970	\$163,496	\$0	\$163,496	\$170,040
Total Revenues	\$1,088,792	\$1,100,689	\$8,400	\$1,109,089	\$1,109,112
Expenditures					
Series 2020A1					
Interest 11/1	\$106,824	\$106,824	\$0	\$106,824	\$99,524
Interest 51	\$106,824	\$0	\$106,824	\$106,824	\$99,524
Principal 5/1	\$480,000	\$0	\$480,000	\$480,000	\$500,000
Prepayment 5/1	\$0	\$0	\$10,000	\$10,000	\$0
Series 2020A2					
Interest 11/1	\$45,200	\$45,200	\$0	\$45,200	\$43,181
Interest 51	\$45,200	\$0	\$45,200	\$45,200	\$43,181
Principal 5/1	\$140,000	\$0	\$140,000	\$140,000	\$140,000
Prepayment 5/1	\$0	\$0	\$5,000	\$5,000	\$0
Total Expenses	\$924,049	\$152,024	\$787,024	\$939,048	\$925,411
Other Bond Service Costs	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES / (EXPENDITURES)	\$164,743	\$948,664	(\$778,624)	\$170,040	\$183,701

A1 Interest Expense - 11/1/24	\$92,024
A2 Interest Expense - 11/1/24	\$41,256
	<u>\$133,281</u>

Total Gross Assessment	\$985,715
Less: Discounts & Collections (6%)	(\$59,143)
Total Net Assessment	\$926,572
Units	737

***Pine Ridge Plantation
Community Development District***

Series 2020 A-1 Capital Improvement Revenue Refunding Bond Combined

<i>DATE</i>	<i>BALANCE</i>	<i>RATE</i>	<i>PRINCIPAL</i>	<i>INTEREST</i>	<i>TOTAL</i>
11/1/23	\$ 8,120,000.00			\$ 99,524.38	\$ 99,524.38
5/1/24	\$ 8,120,000.00		\$ 500,000.00	\$ 99,524.38	
11/1/24	\$ 7,620,000.00			\$ 92,024.38	\$ 691,548.76
5/1/25	\$ 7,620,000.00		\$ 510,000.00	\$ 92,024.38	
11/1/25	\$ 7,110,000.00			\$ 86,924.38	\$ 688,948.76
5/1/26	\$ 7,110,000.00		\$ 520,000.00	\$ 86,924.38	
11/1/26	\$ 6,590,000.00			\$ 81,724.38	\$ 688,648.76
5/1/27	\$ 6,590,000.00		\$ 530,000.00	\$ 81,724.38	
11/1/27	\$ 6,060,000.00			\$ 76,424.38	\$ 688,148.76
5/1/28	\$ 6,060,000.00		\$ 545,000.00	\$ 76,424.38	
11/1/28	\$ 5,515,000.00			\$ 70,974.38	\$ 692,398.76
5/1/29	\$ 5,515,000.00		\$ 555,000.00	\$ 70,974.38	
11/1/29	\$ 4,960,000.00			\$ 65,424.38	\$ 691,398.76
5/1/30	\$ 4,960,000.00		\$ 565,000.00	\$ 65,424.38	
11/1/30	\$ 4,395,000.00			\$ 59,421.25	\$ 689,845.63
5/1/31	\$ 4,395,000.00		\$ 580,000.00	\$ 59,421.25	
11/1/31	\$ 3,815,000.00			\$ 51,808.75	\$ 691,230.00
5/1/32	\$ 3,815,000.00		\$ 595,000.00	\$ 51,808.75	
11/1/32	\$ 3,220,000.00			\$ 43,999.38	\$ 690,808.13
5/1/33	\$ 3,220,000.00		\$ 610,000.00	\$ 43,999.38	
11/1/33	\$ 2,610,000.00			\$ 35,993.13	\$ 689,992.51
5/1/34	\$ 2,610,000.00		\$ 625,000.00	\$ 35,993.13	
11/1/34	\$ 1,985,000.00			\$ 27,790.00	\$ 688,783.13
5/1/35	\$ 1,985,000.00		\$ 645,000.00	\$ 27,790.00	
11/1/35	\$ 1,340,000.00			\$ 18,760.00	\$ 691,550.00
5/1/36	\$ 1,340,000.00		\$ 660,000.00	\$ 18,760.00	
11/1/36	\$ 680,000.00			\$ 9,520.00	\$ 688,280.00
5/1/37	\$ 680,000.00		\$ 680,000.00	\$ 9,520.00	
					\$ 689,520.00
			\$ 8,120,000.00	\$ 1,640,626.34	\$ 9,760,626.34

Pine Ridge Plantation
Community Development District
Series 2020 A-2 Capital Improvement Revenue Refunding Bond Combined

<i>DATE</i>	<i>BALANCE</i>	<i>RATE</i>	<i>PRINCIPAL</i>	<i>INTEREST</i>	<i>TOTAL</i>
11/1/23	\$ 2,475,000.00			\$ 43,181.25	\$ 43,181.25
5/1/24	\$ 2,475,000.00		\$ 140,000.00	\$ 43,181.25	
11/1/24	\$ 2,335,000.00			\$ 41,256.25	\$ 224,437.50
5/1/25	\$ 2,335,000.00		\$ 145,000.00	\$ 41,256.25	
11/1/25	\$ 2,190,000.00			\$ 39,262.50	\$ 225,518.75
5/1/26	\$ 2,190,000.00		\$ 150,000.00	\$ 39,262.50	
11/1/26	\$ 2,040,000.00			\$ 36,787.50	\$ 226,050.00
5/1/27	\$ 2,040,000.00		\$ 155,000.00	\$ 36,787.50	
11/1/27	\$ 1,885,000.00			\$ 34,230.00	\$ 226,017.50
5/1/28	\$ 1,885,000.00		\$ 160,000.00	\$ 34,230.00	
11/1/28	\$ 1,725,000.00			\$ 31,590.00	\$ 225,820.00
5/1/29	\$ 1,725,000.00		\$ 165,000.00	\$ 31,590.00	
11/1/29	\$ 1,560,000.00			\$ 28,867.50	\$ 225,457.50
5/1/30	\$ 1,560,000.00		\$ 170,000.00	\$ 28,867.50	
11/1/30	\$ 1,390,000.00			\$ 26,062.50	\$ 224,930.00
5/1/31	\$ 1,390,000.00		\$ 175,000.00	\$ 26,062.50	
11/1/31	\$ 1,215,000.00			\$ 22,781.25	\$ 223,843.75
5/1/32	\$ 1,215,000.00		\$ 185,000.00	\$ 22,781.25	
11/1/32	\$ 1,030,000.00			\$ 19,312.50	\$ 227,093.75
5/1/33	\$ 1,030,000.00		\$ 190,000.00	\$ 19,312.50	
11/1/33	\$ 840,000.00			\$ 15,750.00	\$ 225,062.50
5/1/34	\$ 840,000.00		\$ 200,000.00	\$ 15,750.00	
11/1/34	\$ 640,000.00			\$ 12,000.00	\$ 227,750.00
5/1/35	\$ 640,000.00		\$ 205,000.00	\$ 12,000.00	
11/1/35	\$ 435,000.00			\$ 8,156.25	\$ 225,156.25
5/1/36	\$ 435,000.00		\$ 215,000.00	\$ 8,156.25	
11/1/36	\$ 220,000.00			\$ 4,125.00	\$ 227,281.25
5/1/37	\$ 220,000.00		\$ 220,000.00	\$ 4,125.00	
					\$ 224,125.00
			\$ 2,475,000.00	\$ 726,725.00	\$ 3,201,725.00

Pine Ridge Plantation

Community Development District

Capital Reserve

Description	Adopted Budget FY2023	Actual YTD As of 4/30/2023	Projected Next 5 Months	Projected Thru 9/30/23	Proposed Budget FY2024
Revenues					
Capital Reserve - Transfer In	\$60,805	\$60,805	\$0	\$60,805	\$62,629
Interest	\$500	\$4,370	\$2,100	\$6,470	\$3,200
Carry Forward Surplus	\$273,556	\$261,908	\$0	\$261,908	\$210,737
Total Revenues	\$334,861	\$327,083	\$2,100	\$329,183	\$276,566
Expenditures					
Other Current	\$0	\$30	\$0	\$30	\$100
Capital Outlay*	\$30,000	\$0	\$46,816	\$46,816	\$0
Culture/Recreation	\$30,000	\$0	\$0	\$0	\$0
Repair and Maintenance**	\$0	\$18,400	\$53,200	\$71,600	\$54,148
Total Expenses	\$60,000	\$18,430	\$100,016	\$118,446	\$54,248
Other Sources and (Uses)					
Interfund Transfer In/(Out)	\$0	(\$95,027)	\$0	(\$95,027)	\$0
Total Other Financial Sources/(Uses)	\$0	(\$95,027)	\$0	(\$95,027)	\$0
EXCESS REVENUES / (EXPENDITURES)	\$274,861	\$213,626	(\$97,916)	\$210,737	\$222,318

*\$46,816 Landscape sod and hydro seed for new areas and related Professional invoices.

**\$53,200 Slide Tower Repairs and Fence Relocation Project

EIGHTH ORDER OF BUSINESS

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE DATE, TIME AND LOCATION OF A PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING REVISED SUSPENSION AND TERMINATION RULES.

WHEREAS, the Pine Ridge Plantation Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the District (“Board”) is authorized by Sections 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

WHEREAS, to provide for efficient and effective District operations, the Board finds that it is in the best interests of the District to adopt a revised Suspension and Termination of Access Rule (“Suspension and Termination Rules”).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Board will hold a public hearing to adopt revised Suspension and Termination Rules, a proposed copy of which is attached hereto as **Exhibit A**. The Board will hold a public hearing on July 18, 2023, at 6:00 p.m., at the Pine Ridge Plantation Amenity Center, 400 Pine Ridge Plantation, Middleburg, Florida 32068.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 16th DAY OF MAY 2023.

ATTEST:

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT A: Proposed Revised Suspension and Termination of Access Rule

EXHIBIT A

Proposed Revised Suspension and Termination of Access Rule

SUSPENSION AND TERMINATION OF ACCESS RULE

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2022)

Effective Date: _____, 2023

In accordance with Chapters 190 and 120 of the Florida Statutes, and on _____, 2023 at a duly noticed public meeting, the Board of Supervisors (“Board”) of the Pine Ridge Plantation Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.

1. Introduction. This rule addresses disciplinary and enforcement matters relating to the use of the Amenity Center, Amenity Facility, and other District Property (together, the “Amenities”).

2. General Rule. All persons using or entering the Amenities are responsible for compliance with the rules and policies established for the safe operations of the District’s Amenities.

3. Access Cards. Access Cards are the property of the District. The District may request surrender of, or may deactivate, a person’s Access Card for violation of the District’s rules and policies established for the safe operations of the District’s Amenities.

4. Suspension and Termination of Rights. The District shall have the right to restrict, suspend, or terminate access to the Amenities of any person and members of their household to use all or a portion of the Amenities for any of the following acts (each, a “Violation”):

- a. Submitting false information on any application for use of the Amenities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of a key fob or Access Card or otherwise facilitates or allows unauthorized use of the Amenities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., Policies and Procedures);
- g. Treating the District’s staff, contractors, representatives, residents, landowners, Patrons, or guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the

- District, its staff, contractors, representatives, residents, landowners, Patrons, or guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners, [Patrons, or guests is likely endangered;
 - l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
 - m. Such person's guest or a member of their household commits any of the above Violations.

Termination of Amenities access shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners, Patrons, or guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Amenities access.

5. Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenities access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

6. Property Damage Reimbursement. If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenities access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

7. Removal from Amenities. The District Manager, General Manager, Amenity Manager and onsite staff each have the independent ability to remove any person from the Amenities if a Violation occurs, or if in his or her discretion, it is in the District's best interest to do so.

8. Initial Suspension from Amenities. The District Manager, General Manager, Amenity Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Amenities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

9. Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

- a. At the Board meeting referenced in the letter sent under Section 8 above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.
- b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions
- c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
- d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
- e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

10. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 8, and the hearing shall be conducted in accordance with Section 9.

11. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all Access Cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

12. Appeal of Board Suspension. After the hearing held by the Board required by Section 9, a person subject to a suspension or termination may appeal the suspension or

termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal (“Appeal Request”). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board’s determination as required by Section 9(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District’s suspension or termination, and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board’s decision on appeal shall be final.

13. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at the Amenities, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District’s Amenities after expiration of a suspension imposed by the District.

14. Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

NINTH ORDER OF BUSINESS

MEMORANDUM

TO: PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: MARCH 13, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Pine Ridge Plantation Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or

the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record

and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of May 2023.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Pine Ridge Plantation Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or

the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the District's development of electronic record keeping systems.
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action

of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of May 2023.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

TENTH ORDER OF BUSINESS

B.



Chris H. Chambliss

Supervisor of Elections Clay County, Florida

April 15, 2023

Pine Ridge Plantation Community Development District
Attn.: Sarah Sweeting
475 West Town Place, Suite 114
St. Augustine FL 32092

Dear Ms. Sweeting:

I have queried the number of eligible voters residing within the Pine Ridge Plantation Community Development District as of April 15, 2023. At this time, there are 1,511 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Lynn.Gaver@ClayElections.gov.

Thank you,

Lynn Gaver, MFCEP
Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

D.

1.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: May 16, 2023
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager & Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- Brightview installed mulch on April 3rd
- New wipes dispenser was installed in the fitness center on April 10th
- Turner Pest Control completed our quarterly services on April 12th
- Fitness Pro completed quarterly service and inspection of fitness equipment on April 11th
- Fitness Pro replaced the elbow pad on the bicep machine. Rollers and roller pans were replaced on both ellipticals as the machines are still under warranty
- Shower head was replaced in the women's shower in the pool side restroom
- Swing was fixed at the playground on April 26th
- Brightview installed pine straw on May 2nd

Landscaping & Lakes:

- BrightView 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 March and April = 16
- Total number of rentals tentatively scheduled for May and June = 27
- Aura reading event is being planned for July to do something different for the moms in our community
- BJ's Wieners and Balls was at the amenity center on April 12th from 5 to 8 p.m.
- Frozen Sweets Treat truck was at the amenity center on April 30th from 2 to 5 p.m.
- BJ's Wieners and Balls was scheduled to be at the amenity center on May 6th for lunch but had to cancel due to projected weather
- Conch and More will be at the amenity center on May 19th from 5-8 p.m.
- Six (6) replacement table tops have been ordered for the outdoor tables to replace ones that have been broken during strong wind gusts
- Battery was replaced in the AED machine
- Flush valve kit was purchased to fix a toilet not properly flushing in the women's pool side restroom
- HOA continues to hold their monthly meeting at the clubhouse the second Thursday of every month
- PR West HOA is scheduled to use the amenity center for their next meeting on June 7th at 6 p.m.

TWELFTH ORDER OF BUSINESS

A.

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 Wednesday, February 15, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida. This meeting was continued from January 17, 2023.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Lewis	Vice Chairman
Nelson Nazario	Supervisor
Jack Montoya	Supervisor

Also, present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments *(Regarding Agenda Items Listed Below)*

Ms. Giles noted that 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.

Public comments were made on the landscaping. Responses were provided on the issues with this particular area and landscaping. Discussion ensued on landscaping.

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

Mr. Soriano provided updates regarding the project. He made comments regarding the timelines involved and locations, painting of courts timelines, and other issues with delays.

B. Ratification of Pay Requisitions (051-052)

Ms. Giles reviewed the pay requisitions. Number 51 was to ETM for \$67.50 and Number 52 was to Hoffman Construction for \$293,290. She added that these were anticipated and referred to the budget and the February expected payout of \$157,689. She noted that left in the construction budget account is \$111, 213. She added the remainder of the billing will be paid out of the capital reserve account.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Pay Requisitions (051 and 052), were ratified.

C. Change Orders (15)

Ms. Giles noted this change order was for a self-closing mechanism for the two gates that is required by the Department of Health.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, Change Order 15, was approved.

Mr. Nazario had a question regarding the capital reserve account balance. Some other projects were discussed for additional expenses and budget concerns. The FY24 budget process was discussed and the proposed budget was expected to be approved by May 16th and the adoption of the budget will be on July 18th. Staff will begin to review current agreements and increases and seek Board's guidance on future expenses. Various construction plans were further discussed.

FOURTH ORDER OF BUSINESS**Open Items****A. Slide Tower**

Mr. Soriano provided updates on the slide tower. Inspections were discussed and timelines.

FIFTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

There were comments and discussion on the play area to be sodded, and common areas. Comments were made on a resident issue and destroying CDD property. It was suggested to send a letter to the resident about CDD property, ATV damages to common area, and policies. Specifics on wording of the letter were discussed. The Board discussed safety concerns as well as property damage.

Another question was asked regarding policies on commercial vehicles. Further discussion was held on specific policy and temporary and permanent parking.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting – 03/21/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for March 21, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Montoya, seconded by Mr. Lewis, with all in favor, the meeting was adjourned at 6:40 p.m.
--

Secretary / Assistant Secretary

Chairman / Vice Chairman

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, March 21, 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
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

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 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 were no comments.

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

Ms. Giles stated in the agenda package was an email from Paul Hoffman and also the punch list from the walk-through conducted with the Vice Chair, Mr. George Mosley, Paul Hoffman, Mike Lucas, Jay Soriano, Maria Cranford and Ms. Giles. The email has the items still pending and she asked the Board for input.

Mr. Soriano reviewed the list and explained the specific items including sodding and safety concerns. Board member asked about the seeding timeline.

Ms. Cranford explained other aspects of materials ordered, the safety concerns, security cameras, and other incidents. Further discussion ensued on specific items left on the punch list to include Item 13 for the Brightview proposal of \$6,234.80 for recommended sodding due to the sand near the gate, irrigation, and growing grass. Mr. Soriano further described the situation.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Brightview Proposal for \$6,234.80 for Sodding Installation, was approved.

B. Ratification of Pay Requisitions (053-054)

Ms. Giles reviewed pay requisition #53 and #54. She noted #54 was to Hoffman construction for \$64,412. She noted they needed ratification. The Board asked about the balance and Ms. Giles noted the balance for Hoffman is \$95,027. She added there would be one more for District Counsel and another from ETM, and another small one for closeout purposes. She added there is \$15,000 left in the construction and the rest would come out of capital reserves.

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Pay Requisitions #53 and #54, were approved.

C. Change Orders

Ms. Giles noted they did not have any at this time. It was noted that Mr. Soriano recommended the removal of the Brightview proposal. He explained the reasons for the recommendation. Discussion ensued on sodding, irrigation, seeding, costs, and other specific issues. The Board asked a question on a figure for what remains as far as irrigation. It was noted the sections for irrigation and approximate costs of \$30,000. The Field costs were also discussed.

Board concerns were voiced on capital reserves, rising costs and when to complete the projects due to costs. Ms. Giles commented that based on the reserve study and using the capital reserve study that based on assets within the District each year for the next 30 years what is needed to set aside and take care of the assets. She added last year \$60,805 was put into the capital reserve fund and is scheduled in a couple of months. She added it shows for next year they should put \$62,000 in the capital reserve fund. She noted when the study was done when inflation was at 3%, assessment increase at 3%, and interest at 2%. She stated they would propose up to 5% for capital reserve and the fund balance is projected at \$274,000. Further discussion ensued on capital reserve spending and how to proceed. Specifics and breakdown of costs were discussed and what was included. Ms. Giles explained the earmark for capital outlay and unforeseen expenses. Future planned projects and costs were discussed. Priority projects were outlined and prioritized. Ms. Giles noted she anticipated a 3-5% increase for vendors in the proposed budget and a slight increase in assessments.

After discussion the Board decided to move forward with approval of a not to exceed amount of \$50,000 for irrigation, sodding around the courts and field. It was approved to have staff work with Chair. It was noted a new updated proposal is needed.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Brightview Proposal for Irrigation and Sodding for the Courtyard and Sports Field With a Not To Exceed Amount of \$50,000, and for Staff to Work with Chair, was approved.

FOURTH ORDER OF BUSINESS

Open Items

A. Sign at Entryway

Mr. Soriano reviewed the sign at the entryway.

B. Slide Tower

Mr. Soriano provided updates on the specifics of the slide tower proposals. He reviewed the costs from JCB for \$36,800 and the RMS proposal for \$30,000 for maintenance hours to disassemble. He noted the proposal including powder coat, reassemble, sealing, rusting, and other specifics of the job project.

After discussion the Board decided to approve a not to exceed of \$66,800 for the slide tower repairs.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the JCB Proposal for a Not to Exceed Amount of \$66,800 for the Slide Repair, was approved.

FIFTH ORDER OF BUSINESS

**Ratification of Audit Engagement Letter
from Berger, Toombs, Elam, Gaines &
Frank for Fiscal Year 2022 Audit**

Ms. Giles stated this audit engagement letter for the fiscal year 2022 audit documents and confirms the objective and scope for auditing the financial statements. This audit is for the year ending on September 30, 2022. This only needs ratification.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2022, was ratified.

SIXTH ORDER OF BUSINESS

Discussion of Fiscal Year 2024 Budget

Ms. Giles stated there was no document in the agenda but is a continued discussion of the 2024 budget. She reminded the Board at the May 16th meeting they will approve a proposed budget and will adopt the budget at the July 18th meeting. She reviewed the specifics and the expiration of the agreements, the reoccurring expenses, land maintenance, security, and RMS. She noted the expectation that some of these will have a 3-5% increases. She reviewed the additional expenses for the splash pad, insurance, water and electric that will be forecasted in the budget. She added the capital reserve study was done in 2014 at 3% interest rate. She noted these will be outlined and the Board can approve a higher budget in May. She added it can be reduced when adopted. She notified the Board they would have this for review prior to the meeting.

SEVENTH 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. She added information on updating the capital reserve study and the cost of \$2,800. She stated that it was felt they could push this off one more year. The Board agreed.

C. Engineer – Work Authorization No. 25

Ms. Giles reviewed work authorization No. 25 and noted it was consistent with what was included in the budget for the engineer. She pointed out the financial page and engineering line that was budgeted for \$7000 and nothing has been spent and will stay with the District. She asked for approval.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Work Authorization No. 25, was approved.

D. Amenity & Operations Manager

1. Report

Ms. Cranford reviewed the Amenity Operations report. She included the Easter Event activities.

2. Landscape Quality Inspection Report

There was nothing further to report.

EIGHTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

There was a public comment/question on when the proposed budget would be available to the public. Ms. Giles noted it was available a week before the meeting it would be posted on the District's website.

Another question was on the responsibility of dumpsters. Mr. Cranford explained the issue. Discussion ensued on the specifics of what the problems were and how they were affecting the community. Other concerns were discussed such as sodding, costs for homeowners, transparency of what the community wanted, surveys, pickleball courts, the number of quotes for projects, HOA responsibilities, equipment repairs, and possible suspension of residents for violations of rules.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the January 17, 2023 Meeting

Ms. Giles stated the minutes of the January 17, 2023 meeting were in the packet for Board review. The Board had no changes to the minutes.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Minutes of the January 17, 2023 Meeting, were approved.

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending February 28, 2023

Ms. Giles stated these ended February 28, 2023.

C. Assessment Receipts Schedule

Ms. Giles stated that they were 98% collected.

D. Approval of Check Register

Ms. Giles stated she reviewed the check register and that is broken out for 3 months. December was at \$29,637, January was at \$47,737, and February for a total of \$125,874.58. She asked for a motion to approve.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Check Register for \$125,874.58, was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 5/16/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for May 16, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Montoya, 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
April 30, 2023

Meeting Date
May 16, 2023



Table of Contents

I. Financial Statements - Unaudited Financial Reporting

II. Special Assessments Report

III. Check Registers Summary -3/1/2023 -4/30/2023

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
April 30, 2023

	General	Capital Reserve	Debt Service	Capital Projects	Totals Governmental Funds
ASSETS:					
CASH	\$956,094	\$150,144	---	---	\$1,106,239
INVESTMENTS					
Reserve A-1	---	---	\$173,593	---	\$173,593
Reserve A-2	---	---	\$114,609	---	\$114,609
Revenue A	---	---	\$935,129	---	\$935,129
Prepayment	---	---	\$13,536	---	\$13,536
Construction	---	---	---	\$625	\$625
State Board	\$131,980	\$63,482	---	---	\$195,462
US Bank Custody	\$61,854	---	---	---	\$61,854
Prepaid Expnses	---	---	---	---	\$0
Due from Other	\$2,212	---	---	---	\$2,212
TOTAL ASSETS	\$1,152,140	\$213,626	\$1,236,866	\$625	\$2,603,258
LIABILITIES:					
ACCOUNTS PAYABLE	---	---	---	---	\$0
ACCRUED EXPENSES	\$5,582	---	---	---	\$5,582
RETAINAGE PAYABLE	---	---	---	---	\$0
DUE TO GENERAL FUND	---	---	---	---	\$0
TOTAL LIABILITIES	\$5,582	\$0	\$0	\$0	\$5,582
FUND BALANCES:					
NONSPENDABLE	\$0	---	---	---	\$0
ASSIGNED	\$43,187	---	---	---	\$43,187
UNASSIGNED	\$1,103,371	---	---	---	\$1,103,371
RESTRICTED FOR DEBT SERVICE	---	---	\$1,236,866	---	\$1,236,866
RESTRICTED FOR CAPITAL PROJECTS	---	\$213,626	---	\$625	\$214,252
TOTAL FUND BALANCES	\$1,146,558	\$213,626	\$1,236,866	\$625	\$2,597,676
TOTAL LIABILITIES & FUND EQUITY	\$1,152,140	\$213,626	\$1,236,866	\$625	\$2,603,258

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended April 30, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 04/30/23	THRU 04/30/23	VARIANCE

REVENUES:

Assessments - Tax Collector	\$681,433	\$676,886	\$676,886	\$0
Misc./Facility Rental Income	\$3,000	\$1,750	\$3,525	\$1,775
Interest Income	\$600	\$350	\$16,493	\$16,143

TOTAL REVENUES	\$685,033	\$678,986	\$696,904	\$17,918
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EXPENDITURES:

ADMINISTRATIVE:

Supervisors Fees/FICA Taxes	\$10,334	\$6,028	\$5,167	\$861
Engineering	\$7,000	\$4,083	\$0	\$4,083
Attorney	\$20,000	\$10,000	\$6,168	\$3,832
Annual Audit	\$3,175	\$0	\$0	\$0
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$1,200	\$600	\$600	\$0
Trustee	\$6,000	\$4,041	\$4,041	\$0
Dissemination	\$5,000	\$2,917	\$2,917	(\$0)
Management Fees	\$48,830	\$28,484	\$28,484	(\$0)
Info Technology	\$1,400	\$817	\$817	(\$0)
Telephone	\$500	\$292	\$133	\$159
Postage	\$1,000	\$583	\$215	\$368
Printing & Binding	\$1,200	\$700	\$387	\$313
Insurance	\$9,948	\$8,911	\$8,911	\$0
Legal Advertising	\$2,500	\$1,458	\$303	\$1,155
Other Current Charges	\$600	\$350	\$182	\$168
Website Domain	\$1,200	\$700	\$700	\$0
Office Supplies	\$300	\$175	\$4	\$171
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0

ADMINISTRATIVE EXPENDITURES	\$125,622	\$75,574	\$64,463	\$11,111
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GROUPS MAINTENANCE:

Landscape Maintenance	\$126,000	\$73,500	\$69,974	\$3,526
Lake Maintenance	\$12,930	\$7,543	\$5,950	\$1,593
Electric	\$2,500	\$1,458	\$1,064	\$394
Water	\$26,000	\$15,167	\$7,749	\$7,417
Repairs And Maintenance	\$20,000	\$11,667	\$7,511	\$4,156
Irrigation Repairs	\$3,500	\$2,042	\$3,144	(\$1,103)
Contingencies	\$4,451	\$2,596	\$0	\$2,596

GROUPS MAINTENANCE EXPENDITURES	\$195,381	\$113,972	\$95,393	\$18,580
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PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended April 30, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 04/30/23	THRU 04/30/23	VARIANCE
EXPENDITURES:				
<u>AMENITY CENTER</u>				
Insurance	\$12,310	\$12,310	\$14,398	(\$2,088)
General Facility Maintenance	\$17,000	\$9,917	\$6,762	\$3,154
Repairs & Replacements	\$25,000	\$14,583	\$10,625	\$3,958
Recreational Passes	\$500	\$292	\$0	\$292
Postage	\$100	\$58	\$0	\$58
Printing & Email Marketing	\$125	\$73	\$0	\$73
Office Supplies	\$700	\$408	\$205	\$203
Other Current Charges	\$250	\$146	\$0	\$146
Permit Fees	\$250	\$175	\$175	\$0
Contingency	\$5,000	\$2,917	\$0	\$2,917
Special Events	\$15,000	\$12,979	\$12,979	\$0
Refuse Service	\$9,600	\$5,600	\$5,759	(\$159)
Security	\$12,500	\$7,292	\$9,530	(\$2,239)
Gate Monitor	\$6,146	\$3,585	\$0	\$3,585
<u>Utilities</u>				
Water & Sewer	\$4,500	\$2,625	\$2,784	(\$159)
Electric	\$23,000	\$13,417	\$11,902	\$1,515
Cable/Phone/Internet	\$4,200	\$2,450	\$2,652	(\$202)
<u>Management Contracts</u>				
Amenity Management	\$61,859	\$36,085	\$36,084	\$0
Facility Assistant	\$19,489	\$11,369	\$601	\$10,768
Field Management Services	\$24,179	\$14,104	\$14,104	\$0
Lifeguards	\$19,080	\$0	\$0	\$0
Pool Maintenance	\$13,500	\$7,875	\$7,875	\$0
Pool Chemicals	\$16,159	\$9,426	\$9,645	(\$218)
Janitorial	\$8,777	\$5,120	\$5,120	\$0
Janitorial Supplies	\$4,000	\$2,333	\$1,414	\$919
Holiday Decorations	\$0	\$0	\$72	(\$72)
AMENITY CENTER EXPENDITURES	\$303,225	\$175,139	\$152,688	\$22,451
<u>OTHER FINANCIAL SOURCES AND USES</u>				
Capital Reserve - Transfer Out	\$60,805	\$60,805	\$60,805	\$0
TOTAL OTHER FINANCIAL SOURCES AND USES	\$60,805	\$60,805	\$60,805	\$0
TOTAL EXPENDITURES	\$685,033	\$425,490	\$373,348	\$52,142
EXCESS REVENUES (EXPENDITURES)	\$0		\$323,555	
FUND BALANCE - Beginning	\$43,187		\$823,003	
FUND BALANCE - Ending	\$43,187		\$1,146,558	

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Month-to-Month
Fiscal Year 2023

	ADOPTED BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<u>REVENUES:</u>														
Assessments - Tax Collector	\$681,433	\$0	\$24,848	\$625,271	\$6,322	\$10,136	\$1,923	\$8,386	\$0	\$0	\$0	\$0	\$0	\$676,886
Interest Income	\$600	\$2,184	\$2,207	\$2,334	\$3,042	\$3,439	\$2,502	\$786	\$0	\$0	\$0	\$0	\$0	\$16,493
Misc./Facility Rental Income	\$3,000	\$600	\$0	\$0	\$850	\$850	\$1,225	\$0	\$0	\$0	\$0	\$0	\$0	\$3,525
TOTAL REVENUES	\$685,033	\$2,784	\$27,055	\$627,605	\$10,214	\$14,424	\$5,650	\$9,172	\$0	\$0	\$0 0		\$0	\$696,904
<u>EXPENDITURES:</u>														
<u>ADMINISTRATIVE:</u>														
Supervisors Fees/FICA Taxes	\$10,334	\$1,077	\$1,077	\$0	\$1,077	\$861	\$1,077	\$0	\$0	\$0	\$0	\$0	\$0	\$5,167
Engineering	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Arbitrage	\$1,200	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$0	\$0	\$0	\$0	\$0	\$2,917
Assessment Roll	\$5,260	\$5,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,260
Attorney	\$20,000	\$1,273	\$1,196	\$0	\$1,686	\$1,119	\$894	\$0	\$0	\$0	\$0	\$0	\$0	\$6,168
Annual Audit	\$3,175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee	\$6,000	\$4,041	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,041
Management Fees	\$48,830	\$4,069	\$4,069	\$4,069	\$4,069	\$4,069	\$4,069	\$4,069	\$0	\$0	\$0	\$0	\$0	\$28,484
Info Technology	\$1,400	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$0	\$0	\$0	\$0	\$0	\$817
Telephone	\$500	\$0	\$52	\$27	\$55	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$133
Postage	\$1,000	\$10	\$61	\$12	\$17	\$15	\$7	\$94	\$0	\$0	\$0	\$0	\$0	\$215
Printing & Binding	\$1,200	\$78	\$44	\$39	\$71	\$58	\$42	\$56	\$0	\$0	\$0	\$0	\$0	\$387
Insurance	\$9,948	\$8,911	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,911
Legal Advertising	\$2,500	\$261	\$42	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$303
Other Current Charges	\$600	\$15	\$35	\$15	\$45	\$15	\$15	\$42	\$0	\$0	\$0	\$0	\$0	\$182
Website Domain	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$700
Office Supplies	\$300	\$0	\$1	\$1	\$1	\$1	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$4
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
ADMINISTRATIVE EXPENDITURES	\$125,622	\$26,402	\$7,208	\$4,796	\$7,654	\$6,771	\$6,736	\$4,895	\$0	\$0	\$0	0	\$0	\$64,463
<u>GROUNDS MAINTENANCE:</u>														
Landscape Maintenance	\$126,000	\$0	\$11,662	\$11,662	\$11,662	\$11,662	\$11,662	\$11,662	\$0	\$0	\$0	\$0	\$0	\$69,974
Lake Maintenance	\$12,930	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$0	\$0	\$0	\$0	\$0	\$5,950
Electric	\$2,500	\$158	\$161	\$160	\$160	\$161	\$129	\$135	\$0	\$0	\$0	\$0	\$0	\$1,064
Water	\$26,000	\$1,010	\$995	\$1,052	\$1,354	\$1,064	\$1,127	\$1,147	\$0	\$0	\$0	\$0	\$0	\$7,749
Repairs And Maintenance	\$20,000	\$0	\$0	\$0	\$5,172	\$1,267	\$1,072	\$0	\$0	\$0	\$0	\$0	\$0	\$7,511
Irrigation Repairs	\$3,500	\$0	\$3,144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,144
Contingencies	\$4,451	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GROUNDS MAINTENANCE EXPENDITURES	\$195,381	\$2,018	\$16,813	\$13,724	\$19,198	\$15,004	\$14,841	\$13,794	\$0	\$0	\$0	0	\$0	\$95,393

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Month-to-Month
Fiscal Year 2023

	ADOPTED BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
<u>AMENITY CENTER</u>														
Insurance	\$12,310	\$11,588	\$0	\$0	\$0	\$2,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,398
General Facility Maintenance	\$17,000	\$1,807	\$2,193	\$2,288	\$474	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,762
Repairs & Replacements	\$25,000	\$0	\$1,539	\$1,326	\$2,476	\$4,675	\$610	\$0	\$0	\$0	\$0	\$0	\$0	\$10,625
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	\$0	\$0	\$0	\$143	\$62	\$0	\$0	\$0	\$0	\$0	\$0	\$205
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	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Contingency	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Events	\$15,000	\$2,892	\$2,495	\$2,230	\$0	\$0	\$5,363	\$0	\$0	\$0	\$0	\$0	\$0	\$12,979
Refuse Service	\$9,600	\$778	\$778	\$778	\$856	\$856	\$856	\$856	\$0	\$0	\$0	\$0	\$0	\$5,759
Security	\$12,500	\$791	\$1,582	\$1,709	\$924	\$4,018	\$424	\$82	\$0	\$0	\$0	\$0	\$0	\$9,530
Gate Monitor	\$6,146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Utilities</u>														
Water & Sewer	\$4,500	\$319	\$314	\$644	\$349	\$363	\$370	\$425	\$0	\$0	\$0	\$0	\$0	\$2,784
Electric	\$23,000	\$1,872	\$1,773	\$1,601	\$1,833	\$1,843	\$1,585	\$1,395	\$0	\$0	\$0	\$0	\$0	\$11,902
Cable/Phone/Internet	\$4,200	\$368	\$368	\$368	\$387	\$387	\$387	\$387	\$0	\$0	\$0	\$0	\$0	\$2,652
<u>Management Contracts</u>														
Amenity Management	\$61,859	\$5,155	\$5,155	\$5,155	\$5,155	\$5,155	\$5,155	\$5,155	\$0	\$0	\$0	\$0	\$0	\$36,084
Facility Assistant	\$19,489	\$0	\$0	\$0	\$0	\$0	\$298	\$303	\$0	\$0	\$0	\$0	\$0	\$601
Field Management Services	\$24,179	\$2,015	\$2,015	\$2,015	\$2,015	\$2,015	\$2,015	\$2,015	\$0	\$0	\$0	\$0	\$0	\$14,104
Lifeguards	\$19,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Maintenance	\$13,500	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$0	\$0	\$0	\$0	\$0	\$7,875
Pool Chemicals	\$16,159	\$1,207	\$1,207	\$1,207	\$1,506	\$1,506	\$1,506	\$1,506	\$0	\$0	\$0	\$0	\$0	\$9,645
Janitorial	\$8,777	\$731	\$731	\$731	\$731	\$731	\$731	\$731	\$0	\$0	\$0	\$0	\$0	\$5,120
Janitorial Supplies	\$4,000	\$170	\$198	\$101	\$291	\$392	\$262	\$0	\$0	\$0	\$0	\$0	\$0	\$1,414
Holiday Decorations	\$0	\$0	\$72	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72
AMENITY CENTER EXPENDITURES	\$303,225	\$30,820	\$21,545	\$21,278	\$18,122	\$26,019	\$20,924	\$13,980	\$0	\$0	\$0	0	\$0	\$152,688
<u>OTHER SOURCES USES:</u>														
Capital Reserve - Transfer Out	\$60,805	\$0	\$0	\$0	\$0	\$0	\$60,805	\$0	\$0	\$0	\$0	\$0	\$0	\$60,805
OTHER SOURCES/(USES)	\$60,805	\$0	\$0	\$0	\$0	\$0	\$60,805	\$0	\$0	\$0	\$0	\$0	\$0	\$60,805
TOTAL EXPENDITURES	\$685,033	\$59,240	\$45,566	\$39,799	\$44,974	\$47,795	\$103,305	\$32,669	\$0	\$0	\$0	\$0	\$0	\$373,348
EXCESS REVENUES (EXPENDITURES)	\$0	(\$56,456)	(\$18,511)	\$587,806	(\$34,760)	(\$33,370)	(\$97,655)	(\$23,498)	\$0	\$0	\$0	\$0	\$0	\$323,555

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended April 30, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 04/30/23	THRU 04/30/23	VARIANCE
REVENUES:				
Capital Reserve Funding - Transfer In	\$60,805	\$60,805	\$60,805	\$0
Interest	\$500	\$292	\$4,370	\$4,078
TOTAL REVENUES	\$61,305	\$61,097	\$65,175	\$4,078
EXPENDITURES:				
Other Current	\$0	\$0	\$30	(\$30)
Capital Outlay	\$30,000	\$17,500	\$0	\$17,500
Culture/Recreation	\$30,000	\$17,500	\$0	\$17,500
Repair and Maintenance	\$0	\$0	\$18,400	(\$18,400)
TOTAL EXPENDITURES	\$60,000	\$35,000	\$18,430	\$16,570
OTHER FINANCIAL SOURCES/(USES)				
Interfund Transfer In/(Out)	\$0	\$0	(\$95,027)	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	(\$95,027)	\$0
EXCESS REVENUES (EXPENDITURES)	\$1,305		(\$48,282)	
FUND BALANCE - Beginning	\$273,556		\$261,908	
FUND BALANCE - Ending	\$274,861		\$213,626	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND 2020 A1 and A2

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended April 30, 2023

	ADOPTED	PRORATED BUDGET	ACTUAL	
	BUDGET	THRU 04/30/23	THRU 04/30/23	VARIANCE
REVENUES:				
Assessments - Tax Roll	\$926,572	\$920,417	\$920,417	\$0
Interest Income	\$250	\$146	\$16,776	\$16,630
TOTAL REVENUES	\$926,822	\$920,563	\$937,193	\$16,630
EXPENDITURES:				
DS 2020A1				
Interest Expense - 11/1	\$106,824	\$106,824	\$106,824	(\$0)
Interest Expense - 5/1	\$106,824	\$0	\$0	\$0
Principal Expense - 5/1	\$480,000	\$0	\$0	\$0
Principal Expense - 5/1 Prepayment	\$0	\$0	\$0	\$0
DS 2020A2				
Interest Expense - 11/1	\$45,200	\$45,200	\$45,200	\$0
Interest Expense - 5/1	\$45,200	\$0	\$0	\$0
Principal Expense - 5/1	\$140,000	\$0	\$0	\$0
Principal Expense - 5/1 Prepayment	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$924,049	\$152,024	\$152,024	(\$0)
OTHER FINANCIAL SOURCES/(USES)				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$2,773		\$785,169	
FUND BALANCE - Beginning	\$161,970		\$451,698	
FUND BALANCE - Ending	\$164,743		\$1,236,866	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND 2020

Statement of Revenues & Expenditures and Changes in Fund Balance

For the Period Ended April 30, 2023

	ADOPTED BUDGET	PRORATED BUDGET THRU 04/30/23	ACTUAL THRU 04/30/23	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$8,777	\$8,777
TOTAL REVENUES	\$0	\$0	\$8,777	\$8,777
EXPENDITURES:				
Capital Outlay	\$0	\$0	\$886,554	(\$886,554)
TOTAL EXPENDITURES	\$0	\$0	\$886,554	(\$886,554)
OTHER FINANCIAL SOURCES/(USES)				
Interfund Transfer In/(Out)	\$0	\$0	\$95,027	\$95,027
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$95,027	\$95,027
EXCESS REVENUES (EXPENDITURES)	\$0		(\$782,750)	
FUND BALANCE - Beginning	\$0		\$783,375	
FUND BALANCE - Ending	\$0		\$625	

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:	\$173,100
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

*Assured Guaranty Municipal Corp Surety Bond \$173,592.51

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:	\$113,875
Reserve Fund Balance:	\$114,609
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 2023 SUMMARY OF ASSESSMENTS**

ASSESSED	# UNITS ASSESSED	SERIES 2020A DEBT ASSESSED	FY23 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	737	926,571.52	681,411.48	1,607,983.00
TOTAL ASSESSED NET	737	926,571.52	681,411.48	1,607,983.00

RECEIVED	BALANCE DUE	SERIES 2020A DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	30,468.43	909,014.64	668,499.93	1,577,514.57
TOTAL RECEIPTS	30,468.43	909,014.64	668,499.93	1,577,514.57

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2020 DEBT RECEIVED	O&M RECEIVED	TOTAL
1	11/9/2022	1,202.48	884.31	2,086.79
2	11/16/2022	6,033.00	4,436.73	10,469.73
3	11/30/2022	26,552.98	19,527.37	46,080.35
4	12/12/2022	798,921.58	587,536.23	1,386,457.81
5	12/19/2022	51,310.91	37,734.64	89,045.55
6	1/11/2023	8,596.67	6,322.09	14,918.76
7	2/7/2023	13,782.09	10,135.51	23,917.60
8	3/7/2023	2,614.93	1,923.05	4,537.98
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
		-	-	
TOTAL FY18 TAX ROLL RECEIPTS		909,014.64	668,499.93	1,577,514.57

% TAX ROLL COLLECTED	98.11%	98.11%	98.11%
TOTAL COLLECTED	98.11%	98.11%	98.11%

D.

PINE RIDGE PLANTATION

Community Development District

Check Run Summary - General Fund

3/1/2023 - 4/30/2023

Date	Check Numbers	Amount
<u>General Fund</u>		
3/1/2023 - 3/31/2023	3160-3173	\$ 556,407.87
4/1/2023 - 4/30/2023	3174-3181	\$ 33,554.42
		<hr/>
		\$ 589,962.29
<u>Utilities and Autopayments</u>		
March 2, 2023	CCUA	\$ 1,427.22
March 2, 2023	Clay Electric	\$ 2,004.00
March 7, 2023	Dept of Health	\$ 175.35
March 17, 2023	Waste Management	\$ 856.11
March 16, 2023	SafeTouch	\$ 88.05
March 27, 2023	Comcast	\$ 387.14
April 13, 2023	Waste Management	\$ 856.11
April 18, 2023	SafeTouch	\$ 81.90
April 25, 2023	Comcast	\$ 386.99
April 28, 2023	CCUA	\$ 1,572.27
		<hr/>
TOTAL UTILITIES PAID ONLINE OR AUTOPAY		\$ 7,835.14
		<hr/>
		\$ 597,797.43

*Fedex invoices available upon request.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/07/23	00045	3/06/23 03062023	202303 300-15100-10000 EXCESS FUND TXF #322380	STATE BOARD OF ADMINISTRATION	*	450,000.00	450,000.00 003160
3/07/23	00045	3/06/23 03062023	202303 300-58100-10000 FY23 CAP RSRV TXF #322381	STATE BOARD OF ADMINISTRATION	*	60,805.00	60,805.00 003161
3/07/23	00193	2/19/23 20220098	202302 330-57200-34500 ANNUAL CLOUD RECORDING	KEATINGS COMMUNICATIONS	*	2,970.00	2,970.00 003162
3/07/23	00185	2/25/23 3182984	202301 310-51300-31500 JAN GENERAL COUNSEL	KUTAK ROCK LLP	*	1,686.04	1,686.04 003163
3/07/23	00054	3/01/23 13129561	202303 330-57200-46500 POOL CHEMICALS	POOLSURE	*	1,505.74	1,505.74 003164
3/07/23	00073	2/20/23 453	202301 320-53800-46000 GROUNDS REPAIR & MAINT		*	5,172.19	
		2/20/23 453	202301 330-57200-46201 JANITORIAL SUPPLIES		*	290.76	
		2/20/23 453	202301 330-57200-46100 AMENITY REPIARS & REPLACE		*	608.60	
				RIVERSIDE MANAGEMENT SERVICES INC			6,071.55 003165
3/21/23	00183	3/01/23 8303626	202303 320-53800-46200 MAR LANDSCAPE MAINTENANCE	BRIGHTVIEW LANDSCAPE SERVICES, INC	*	11,662.29	11,662.29 003166
3/21/23	00035	3/10/23 18042	202302 320-53800-45000 ADD PROPERTY	EGIS INSURANCE ADVISORS, LLC	*	2,810.00	2,810.00 003167
3/21/23	00003	3/01/23 239	202303 310-51300-34000 MAR MANAGEMENT FEES		*	4,069.17	
		3/01/23 239	202303 310-51300-49100 MAR WEBSITE ADMIN		*	100.00	
		3/01/23 239	202303 310-51300-35100 MAR INFO TECH		*	116.67	
		3/01/23 239	202303 310-51300-31300 MAR DISSEM AGENT SERVICE		*	416.67	
		3/01/23 239	202303 310-51300-51000 OFFICE SUPPLIES		*	.33	

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		3/01/23 239	202303 310-51300-42000		*	6.60	
		POSTAGE					
		3/01/23 239	202303 310-51300-42500		*	41.55	
		COPIES					
				GOVERNMENTAL MANAGEMENT SERVICES			4,750.99 003168
3/21/23 00093		2/24/23 20232698	202303 330-57200-60100		*	2,350.00	
		3/25 SPECIAL EVENTS					
		2/24/23 20232699	202303 330-57200-60100		*	700.00	
		12/9 CHRISTMAS EVENT DEP					
				JACKSONVILLE CARRIAGE CO LLC			3,050.00 003169
3/21/23 00176		2/28/23 02282023	202302 330-57200-34500		*	320.00	
		SECURITY 2/4/23 & 2/19/23					
				MICHAEL C LAYNE			320.00 003170
3/21/23 00131		12/27/22 PSI93809	202212 330-57200-34500		*	900.00	
		ANNUAL MONITORING					
				PYE-BARKER FIRE & SAFETY, INC.			900.00 003171
3/21/23 00073		3/01/23 452	202303 330-57200-46200		*	731.42	
		MAR JANITORIAL SERVICES					
		3/01/23 452	202303 330-57200-46400		*	1,125.00	
		MAR POOL MAINTENANCE SRVC					
		3/01/23 452	202303 330-57200-34000		*	2,014.92	
		MAR CONTRACT ADMIN					
		3/01/23 452	202303 330-57200-34100		*	5,154.92	
		MAR FACILITY MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES INC			9,026.26 003172
3/21/23 00076		3/01/23 77032B	202303 320-53800-46400		*	850.00	
		MAR LAKE MAINTENANCE					
				THE LAKE DOCTORS INC			850.00 003173
4/03/23 00073		3/15/23 454	202302 320-53800-46000		*	1,266.65	
		FEB GROUNDS RPR & MAINT					
		3/15/23 454	202302 330-57200-46201		*	391.66	
		FEB JANITORIAL SUPPLIES					
		3/15/23 454	202302 330-57200-51000		*	143.41	
		FEB OFFICE SUPPLIES					
				RIVERSIDE MANAGEMENT SERVICES INC			1,801.72 003174
4/10/23 00183		4/01/23 8343283	202304 320-53800-46200		*	11,662.29	
		APR LANDSCAPE MAINTENANCE					
				BRIGHTVIEW LANDSCAPE SERVICES, INC			11,662.29 003175
				PRP --PINERIDGE-- BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/10/23	00003	4/01/23 240	202304 310-51300-34000			*	4,069.17	
		APR MANAGEMENT FEES						
		4/01/23 240	202304 310-51300-49100			*	100.00	
		APR WEBSITE ADMIN						
		4/01/23 240	202304 310-51300-35100			*	116.67	
		APR INFO TECH						
		4/01/23 240	202304 310-51300-31300			*	416.67	
		APR DISSEM AGENT SRVCS						
		4/01/23 240	202304 310-51300-51000			*	.60	
		OFFICE SUPPLIES						
		4/01/23 240	202304 310-51300-42000			*	93.87	
		POSTAGE						
		4/01/23 240	202304 310-51300-42500			*	55.80	
		COPIES						
					GOVERNMENTAL MANAGEMENT SERVICES			4,852.78 003176
4/10/23	00185	3/31/23 3197805	202302 310-51300-31500			*	1,119.19	
		FEB GENERAL COUNSEL						
					KUTAK ROCK LLP			1,119.19 003177
4/10/23	00106	3/29/23 03292023	202302 330-57200-34500			*	336.00	
		SECURITY 2/24 & 3/10-11						
		3/29/23 03292023	202302 330-57200-34500			*	304.00	
		SECURITY 2/10-11 & 2/24						
					MATTHEW EDMONSON			640.00 003178
4/10/23	00176	3/30/23 03302023	202303 330-57200-34500			*	336.00	
		SECURITY 3/4/23 & 3/18/23						
					MICHAEL C LAYNE			336.00 003179
4/10/23	00054	4/04/23 13129561	202304 330-57200-46500			*	1,505.74	
		APR POOL CHEMICALS						
					POOLSURE			1,505.74 003180
4/10/23	00073	3/27/23 456	202303 330-57200-60100			*	2,312.94	
		EASTER EVENT 3/25/23						
		3/31/23 457	202303 330-57200-34110			*	297.50	
		MAR FACILITY ASSISTANT						
		4/01/23 455	202304 330-57200-46200			*	731.42	
		APR JANITORIAL SERVICES						
		4/01/23 455	202304 330-57200-46400			*	1,125.00	
		APR POOL MAINT SRVCS						
		4/01/23 455	202304 330-57200-34000			*	2,014.92	
		APR CONTRACT ADMIN						
		4/01/23 455	202304 330-57200-34100			*	5,154.92	
		APR FACILITY MANAGEMENT						
					RIVERSIDE MANAGEMENT SERVICES INC			11,636.70 003181
					TOTAL FOR BANK A		589,962.29	
					PRP --PINERIDGE-- BPEREGRINO			

CHECK	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME				STATUS	AMOUNTCHECK.....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#
TOTAL FOR REGISTER										589,962.29	

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
March 6, 2023	\$450,000.00	Bernadette Peregrino

Payable to:

State Board of Administration #45

Date Check Needed:

Budget Category:

ASAP	1-300-15100-10000
------	-------------------

Intended Use of Funds Requested:

Excess Fund Transfer #322380
(Attach supporting documentation for request.)

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
March 6, 2023 <i>A</i>	\$60,805.00	Bernadette Peregrino

Payable to:

State Board of Administration #45

Date Check Needed:

Budget Category:

ASAP	1,300,58100.10000
------	-------------------

Intended Use of Funds Requested:

FY23 CAPITAL RESERVE TRANSFER #322381
(Attach supporting documentation for request.)



KEATINGS COMMUNICATIONS

KEATINGS COMMUNICATIONS
9044659935
5742 Cedar Forest dr. N
Jacksonville, Florida
32210
United States

Security/Monitoring
1.330.57200.34500
We 2/21/23

Billed To
Maria Cranford
Riverside Management
Services
United States

Date of Issue
02/19/2023

Due Date
02/19/2023

Invoice Number
20220098x

Reference
Full Upgrade/Update

Amount Due (USD)
\$2,970.00

Description	Rate	Qty	Line Total
Cloud Monthly Cloud Based recording 7 day option. (NAS Storage for additional)	\$270.00	11	\$2,970.00
Subtotal			2,970.00
Tax			0.00
Total			2,970.00
Amount Paid			0.00
Amount Due (USD)			\$2,970.00

Terms
Paid by check

Keatings Communications

RECEIVED
FEB 22 2023
BY: _____

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

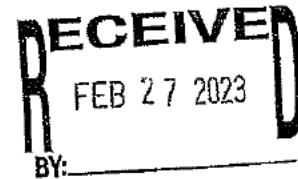
February 25, 2023

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3182984
Client Matter No. 16423-1Jim Oliver
Pine Ridge CDD
Governmental Management Services -- St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092Invoice No. 3182984
16423-1

1.310.513.315

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

01/06/23	W. Haber	0.40	104.00	Review audit request; review draft agenda for January meeting
01/07/23	L. Whelan	0.50	192.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
01/11/23	J. Gillis	0.30	37.50	Coordinate response to auditor letter
01/11/23	W. Haber	0.20	52.00	Review audit response
01/14/23	K. Magee	0.30	57.00	Prepare memorandum regarding statutory notice requirements
01/16/23	W. Haber	0.40	104.00	Prepare for Board meeting
01/17/23	W. Haber	2.80	728.00	Prepare for and participate in Board meeting
01/17/23	K. Jusevitch	0.30	37.50	Prepare response to notice to owner; confer with Haber and correspond with district manager
01/26/23	W. Haber	0.20	52.00	Review proposals for amendment to landscape maintenance agreement
01/30/23	W. Haber	0.60	156.00	Prepare amendment to landscape maintenance agreement

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

KUTAK ROCK LLP

Pine Ridge CDD

February 25, 2023

Client Matter No. 16423-1

Invoice No. 3182984

Page 2

TOTAL HOURS 6.00

TOTAL FOR SERVICES RENDERED \$1,520.50

DISBURSEMENTS

Freight and Postage 0.57

Meals 9.11

Reproduction Costs 0.20

Travel Expenses 155.66

TOTAL DISBURSEMENTS 165.54

TOTAL CURRENT AMOUNT DUE \$1,686.04



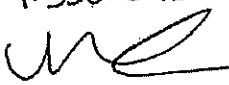
1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 3/1/2023

Invoice # 131295612973

Terms	Net 20
Due Date	3/21/2023
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	1,446.69
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p>Pool Chemicals 1.330.57200.46500  2/17/23</p>				

Subtotal 1,505.74
Shipping Cost (FEDEX GROUND) 0.00
Total 1,505.74
Amount Due \$1,505.74

RECEIVED
FEB 17 2023
BY: _____

RECEIVED
FEB 17 2023
BY: _____

Remittance Slip

Customer
13GMS100
Invoice #
131295612973

Amount Due \$1,505.74

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295612973

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

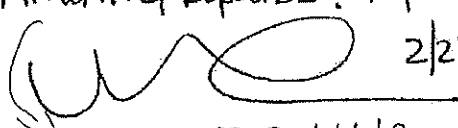
Invoice

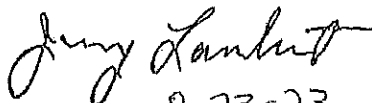
Invoice #: 453
Invoice Date: 2/20/2023
Due Date: 2/20/2023
Case:
P.O. Number:

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

RECEIVED
FEB 24 2023
BY: _____

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2023		• 5,172.19	5,172.19
Maintenance Supplies		899.36	899.36

- Grounds Repair & maintenance \$5,172.19
1.320.53800.46000
- Janitorial Supplies \$296.76
1.330.57200.46201
- Amenity Repairs & Replacements \$608.60
 2/21/23
1.330.572.4610


2-23-23

Total	\$6,071.55
Payments/Credits	\$0.00
Balance Due	\$6,071.55

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/3/23	8	S.A.	Replace shower valve, replace shower arm, replace pool fill valve, fix men's door in clubroom, paint door frame, fix gym door, adjust and tighten all decorative handles on doors, rebuild dead bolt so door with lock, fixed clubroom back door
1/4/23	7	S.A.	Took down two pole lights at 19' up using big little giant, sprayed wasp infested light on pole, trimmed door frame and installed new strike plate, blew leaves and debris off pool deck, cleaned and skimmed pool, picked up supplies
1/4/23	3	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/5/23	5	S.A.	Removed remaining pole light, moved light poles from beside parking lot to behind bushes, inspected rotten door frame for repair and supplies needed
1/9/23	8	S.A.	Removed rotten door frame from shower, rebuild shower frame, treated mold and mildew to kill it, prepped frame for install, repair and replace quarter round in clubroom
1/10/23	8	S.A.	Removed Christmas decorations from monuments, removed lights from building, installed door frame, painted door frame
1/10/23	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/12/23	8	S.A.	Painted door frame, shovel and transport five truck loads of dirt from curb
1/12/23	3	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/17/23	6	S.A.	Repaired table, clean paint off of sink, picked up supplies, removed debris from lake
1/18/23	8	S.A.	Touched up paint, sand door frame, applied more wood filler, sanded frame a second time, removed debris around lakes
1/19/23	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/20/23	5	S.A.	Repaired table, sand and paint doorway, touch up paint in both buildings, removed debris around lakes, picked up supplies
1/20/23	6	R.G.	Replaced 42 filter grids in pool pack, worked on removing broken valve for replacement in pool pack
1/20/23	6	M.C.	Drained tank to replace 42 pool filter grates, removed PVC glued pieces of broken valve in pool pack
1/23/23	6	S.A.	Inspect room divider to determine why it won't lock, adjust toilet to prevent over spray, adjust urinal to insure is flushed without issues
1/23/23	3	R.G.	Planning on fence install at amenity center, replaced broken valve on pool pack area
1/23/23	2	M.C.	Sanded and ground down edges of 4" pipe, cut 1/2" off one end then cleaned and sanded down pieces, reconnected valve and other parts
1/24/23	8	S.A.	Touch up paint to clubroom, touch up paint to trim, cleaned up paint supplies, removed debris around three lakes
1/26/23	3	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/27/23	7	S.A.	Installed fence as directed, loaded and transported fence out of parking lot
1/27/23	8	R.G.	Started installing 4' fence on right side of amenity center heading towards pool pack and houses, gathered materials together and loaded fence materials on trailer
1/30/23	8	S.A.	Rebuild and repair water valve for autofill, make plan for track repair, removed debris around lakes
1/31/23	6	S.A.	Cut notches in room divider, track to lock in place, removed debris from around lakes, picked up supplies
1/31/23	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles

TOTAL 141

MILES 533

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

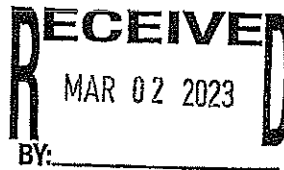
MAINTENANCE BILLABLE PURCHASES

Period Ending 2/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	1/3/23	8" Shower Arm and Flange	18.38	J.S.
	1/4/23	3D Finish Nails	4.00	S.A.
	1/4/23	Door Strike Plate	7.97	S.A.
	1/4/23	1/2 X 1/2 Quarter Round	6.49	S.A.
	1/4/23	Defiant Deadbolt	13.19	S.A.
	1/4/23	Painters Putty	10.90	S.A.
	1/5/23	1 X 4 X 10 Common Board (2)	22.95	S.A.
	1/6/23	11/16 X 11/16 (2)	2.25	S.A.
	1/9/23	PRO3PLUS Antibacterial and Disinfectant	20.33	S.A.
	1/9/23	Spray Bottle (2)	6.16	S.A.
	1/9/23	Alex Fast Dry White Caulk	4.58	S.A.
	1/9/23	Bessey 2" Ratcheting Hand Clamp (4)	36.66	S.A.
	1/9/23	1/4 X 1-1/2 Lattice (36)	55.48	S.A.
	1/10/23	Germicidal Bleach	10.90	S.A.
	1/10/23	Reversible Magnetic Hooks (5)	74.64	S.A.
	1/12/23	12 oz Great Stuff Foam	4.58	S.A.
	1/12/23	3M PGP 180 Grit Sanding Blocks	14.93	S.A.
	1/12/23	DAP Plastic Wood 16oz	13.32	S.A.
	1/12/23	WSTR 2" Shortcut	8.02	S.A.
	1/19/23	Microban Spray (2)	10.74	F.S.
	1/19/23	42 Gallon Trash Bags 50ct	34.47	F.S.
	1/20/23	Microfiber Towels 36pk	21.00	M.C.
	1/20/23	Airwick Refills	18.53	M.C.
	1/20/23	Clorox Toilet Bowl Cleaner	12.57	M.C.
	1/20/23	Softsoap	16.05	M.C.
	1/20/23	Toilet Paper	32.41	M.C.
	1/20/23	WD-40 Silicone Spray	9.75	S.A.
	1/20/23	12"x24" Shelf	9.18	S.A.
	1/23/23	PVC Cement Grey	18.26	J.S.
	1/23/23	PVC Cleaner	12.40	J.S.
	1/27/23	Gym Wipes 3200 wipes	110.01	F.S.
	1/27/23	60lb Cement (6)	31.05	J.S.
	1/27/23	2" Corner Braces (10)	45.77	J.S.
	1/27/23	1" Self Tapping Metal Screws	36.66	J.S.
	1/27/23	1 1/2" Self Tapping Metal Screws (3)	34.40	J.S.
	2/1/23	Multifold Towels 16pk	45.72	F.S.
	2/1/23	Aluminum Flat Bar	12.27	S.A.
	2/1/23	Dark Gray Spray Paint	12.96	S.A.
	2/1/23	9x11 Sand Paper	8.63	S.A.
	2/1/23	5" 220 Grit Sandpaper	12.33	S.A.
	2/1/23	Map Gas	18.50	S.A.
TOTAL			<u>\$899.36</u>	

BrightView

Landscape Services



INVOICE

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 8303626
Invoice Date: 3/1/2023
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For March <i>Landscape maintenance 1.320.53800.46200 [Signature] 3/2/23</i>	11,662.29
Total invoice amount		11,662.29
Tax amount		
Balance due		11,662.29

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account#: 24488830
Invoice #: 8303626
Invoice Date: 3/1/2023

Amount Due:	\$11,662.29
-------------	-------------

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655



INVOICE

Customer	Pine Ridge Plantation Community Development District
Acct#	290
Date	03/10/2023
Customer Service	Kristina Rudez
Page	1 of 1

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

Payment Information	
Invoice Summary	\$ 2,810.00
Payment Amount	
Payment for	Invoice#18042
100122550	

Thank You

Please detach and return with payment



Customer: Pine Ridge Plantation Community Development District

Invoice	Effective	Transaction	Description	Amount
18042	02/16/2023	Policy change	Policy #100122550 10/01/2022-10/01/2023 Florida Insurance Alliance Package - Add Property Due Date: 3/10/2023 <div style="text-align: center;"> BY: _____ </div> <div style="text-align: center; font-size: 1.5em;">1,320.538.450</div>	2,810.00
				<div style="text-align: right;">Total</div> <div style="text-align: right;">\$ 2,810.00</div>
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	scltmer@egisadvisors.com	03/10/2023
Atlanta, GA 30374-8555		



Coverage Agreement Endorsement

Endorsement No.: 1 Effective Date: 02/16/2023
Member: Pine Ridge Plantation Community Development Agreement No.: 100122550
District

Coverage Period: October 1, 2022 to October 1, 2023

In consideration of an additional premium of \$2,810.00, the coverage agreement is amended as follows:

Property

Added:

Per Property Schedule Attached.

Subject otherwise to the terms, conditions and exclusions of the coverage agreement.

Issued: March 10, 2023

Authorized by:

A handwritten signature in black ink, appearing to be 'Mark R. [unclear]', is written over a horizontal line.



Property Schedule

Schedule Items Effective As of: 10/01/2022

Pine Ridge Plantation Community Development District

Policy No.: 100122550
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
1	Amenity Center	2009	10/01/2022	\$1,182,206	\$1,302,206
	4200 Pine Ridge Parkway Middleburg FL 32068	Joisted masonry	10/01/2023	\$120,000	
	Cross gable		Metal panel		
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
2	Pool	2009	10/01/2022	\$427,617	\$427,617
	4200 Pine Ridge Parkway Middleburg FL 32068	On ground liquid storage tank	10/01/2023		
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
3	Main Entrance - (wood/stucco/brick pillars) Wood Pergola - 2 @ \$5,000 each; Signage - 2 @ \$8,000 each; Attached Fencing	2008	10/01/2022	\$16,000	\$16,000
	4200 Pine Ridge Parkway Middleburg FL 32068	Non combustible	10/01/2023	\$0	
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
4	Pine Ridge Decorative Columns	2008	10/01/2022	\$16,000	\$16,000
	Tynes Blvd (throughout community) Middleburg FL 32068	Non combustible	10/01/2023	\$0	
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
5	Playground Equipment and Furniture Fixtures	2008	10/01/2022	\$22,000	\$22,000
	4200 Pine Ridge Parkway Middleburg FL 32068	Non combustible	10/01/2023	\$0	
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
6	Concrete Parking Lot Lights - 5 @ \$4,000 each	2008	10/01/2022	\$32,000	\$32,000
	4200 Pine Ridge Parkway Middleburg FL 32068	Non combustible	10/01/2023	\$0	
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
7	Pool Deck Pole Lighs - 8 @ \$3,600 each	2008	10/01/2022	\$28,800	\$28,800
	4200 Pine Ridge Parkway Middleburg FL 32068	Non combustible	10/01/2023	\$0	

Pine Ridge Plantation Community Development District

Policy No.: 100122550
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
8	Pool Splash Feature/Sprayground		2008	10/01/2022	\$44,200		
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0	\$44,200	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
9	Pool Splash Feature/Sprayground		2008	10/01/2022	\$10,000		
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0	\$10,000	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
10	Pool Deck Shade Structures (metal/aluminum frame) 3 @ \$4,000 each		2008	10/01/2022	\$12,000		
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0	\$12,000	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
11	Pool Slide and Structure		2008	10/01/2022	\$75,000		
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0	\$75,000	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
12	Aluminum Fence at Amenlty (652 l/f)		2008	10/01/2022	\$20,000		
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0	\$20,000	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
13	Dumpster encloser/fence (amenity parking lot)		2008	10/01/2022	\$1,200		
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0	\$1,200.	
Unit #	Description Address		Year Built	Eff. Date	Building Value	Total Insured Value	
			Const Type	Term Date	Contents Value		
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt	
14	Vinyl Fence (Tynes Blvd.) 82 l/f		2008	10/01/2022	\$2,200		
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0	\$2,200	



Property Schedule

Schedule Items Effective As of: 10/01/2022

Pine Ridge Plantation Community Development District

Policy No.: 100122550

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
15	Amenity Entrance Gates (aluminum) - 2 @ \$1,600 each	2008	10/01/2022	\$3,200	
	4200 Pine Ridge Parkway Middleburg FL 32068	Non combustible	10/01/2023	\$0	\$3,200
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
16	Marquee Sign - Amenity Center	2008	10/01/2022	\$3,000	
	4200 Pine Ridge Parkway Middleburg FL 32068	Non combustible	10/01/2023	\$0	\$3,000
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
17	Pool Pump Enclosure	2008	10/01/2022	\$12,000	
	4200 Pine Ridge Parkway Middleburg FL 32068	Masonry non combustible	10/01/2023	\$0	\$12,000
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
18	Pool Furniture in the Open	2009	10/01/2022	\$6,000	
	4200 Pine Ridge Parkway Middleburg FL 32068	Property in the Open	10/01/2023	\$0	\$6,000
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
19	Entry Monument	2009	10/01/2022	\$5,000	
	Tynes Blvd and Old Jennings Rd Middleburg FL 32068	Masonry non combustible	10/01/2023	\$0	\$5,000
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
20	Entry Monument w/Pergola	2009	10/01/2022	\$12,000	
	Tynes Blvd Middleburg FL 32068	Masonry non combustible	10/01/2023	\$0	\$12,000
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
21	Splash Pad	2022	02/16/2023	\$346,800	
	4200 Pine Ridge Parkway Middleburg FL 32068	Waterfront structures	10/01/2023	\$0	\$346,800
Unit #	Description Address	Year Built	Eff. Date	Building Value	Total Insured Value
		Const Type	Term Date	Contents Value	
	Roof Shape	Roof Pitch	Roof Covering	Covering Replaced	Roof Yr Blt
22	Tennis/Basketball/Pickle Ball Court	2022	02/16/2023	\$195,900	
	4200 Pine Ridge Parkway Middleburg FL 32068	Non combustible	10/01/2023	\$0	\$195,900



Property Schedule

Schedule Items Effective As of: 10/01/2022

Pine Ridge Plantation Community Development District

Policy No.: 100122550

Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value		Roof Yr Blt	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
23	6' Perimeter Aluminum Pool Fencing		2022	02/16/2023	\$52,968			
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0		\$52,968	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value		Roof Yr Blt	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
24	10' Fencing at Basketball/Tennis Courts		2022	02/16/2023	\$145,400			
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0		\$145,400	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value		Roof Yr Blt	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
25	Masonry Pool Equipment Enclosure		2022	02/16/2023	\$22,800			
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0		\$22,800	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value		Roof Yr Blt	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
26	Court Shade Structure		2022	02/16/2023	\$15,000			
	4200 Pine Ridge Parkway Middleburg FL 32068		Non combustible	10/01/2023	\$0		\$15,000	
Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value	
	Address		Const Type	Term Date	Contents Value		Roof Yr Blt	
	Roof Shape	Roof Pitch		Roof Covering	Covering Replaced	Roof Yr Blt		
27	Court Benches and Trash Cans		2022	02/16/2023	\$6,000			
	4200 Pine Ridge Parkway Middleburg FL 32068		Property in the Open	10/01/2023	\$0		\$6,000	
Total:			Building Value		Contents Value		Insured Value	
			\$2,715,291		\$120,000		\$2,835,291	

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 239
Invoice Date: 3/1/23
Due Date: 3/1/23
Case:
P.O. Number:

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

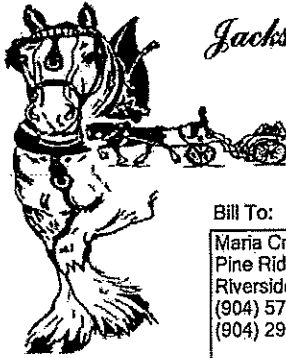
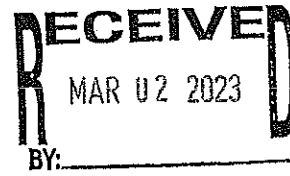
Description	Hours/Qty	Rate	Amount
Management Fees - March 2023	1,310.513.340	4,069.17	4,069.17
Website Administration - March 2023	491	100.00	100.00
Information Technology - March 2023	351	116.67	116.67
Dissemination Agent Services - March 2023	313	416.67	416.67
Office Supplies	510	0.33	0.33
Postage	420	6.60	6.60
Copies	425	41.55	41.55

RECEIVED
MAR 03 2023
BY: _____

Total \$4,750.99

Payments/Credits \$0.00

Balance Due \$4,750.99



Jacksonville Carriage Co LLC

12558 Old Kings Rd
Jacksonville, FL 32219
(904) 766-3933
www.JaxCarriage.Com

Invoice

Number: 20232698

Date: 2/24/2023

Bill To:

Maria Cranford
Pine Ridge Plantation Amenity Manager
Riverside Management Services, Inc.
(904) 572-8107 c
(904) 291-8878 w

Event Location:

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

Customer Email	Terms	Sales Rep
pnmgr@riversidemgtsvc.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
3/25/2023	Pony	Pony Carousel			
	Zoo	Petting Farm			
	Time	3:00pm - 6:00pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 03/24/2023 or balance is due.		\$1,175.00	\$1,175.00
	Balance	Balance due on arrival.		\$1,175.00	\$1,175.00
<p>Jacksonville Carriage Co follows recommended guidelines for COVID-19. We will not cancel our services for the event unless it is legally prohibited. We reserve the time slot exclusively for your event and your non-refundable deposit is to hold this time for you. Please consider this when planning your event.</p> <p>Please review this invoice to ensure it accurately reflects our agreement. Add 4% for payments by credit card.</p> <p>Thank You for your business! Bieni@JaxCarriage.Com</p>					

Total \$2,350.00

WARNING

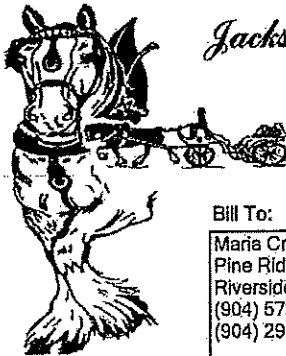
Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

Special Events
1.330.57200.60/00
W 3/2/23

RECEIVED
MAR 02 2023

BY: _____

Invoice



Jacksonville Carriage Co LLC

12558 Old Kings Rd
Jacksonville, FL 32219
(904) 766-3933
www.JaxCarriage.Com

Number: 20232699

Date: 2/24/2023

Bill To:

Maria Cranford
Pine Ridge Plantation Amenity Manager
Riverside Management Services, Inc.
(904) 572-8107 c
(904) 291-8878 w

Event Location:

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

Customer Email	Terms	Sales Rep
pmgr@riversidemgtsvc.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
12/09/2023	HayRides	Horse-drawn Haywagon Rides			
	Time	5:00pm - 8:00pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 12/08/2023 or balance is due.		\$700.00	\$700.00
	Balance	Balance due on arrival.		\$700.00	\$700.00
<p>Jacksonville Carriage Co follows recommended guidelines for COVID-19. We will not cancel our services for the event unless it is legally prohibited. We reserve the time slot exclusively for your event and your non-refundable deposit is to hold this time for you. Please consider this when planning your event.</p> <p>Please review this invoice to ensure it accurately reflects our agreement. Add 4% for payments by credit card.</p>					

Total \$1,400.00

WARNING

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

Michael Layne

CCSO OFF-DUTY INVOICE

INVOICE DATE
FEBRUARY 2023

Security/Monitoring
1.330.57200.34500
3/9/23

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

FOR:
prmgr@riversidemgtsvc.com

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
02-04-23	Checked amenity center - 1 person using fitness center, neighborhood patrol, checked playground area, checked amenity center, neighborhood patrol, 2 citizen contacts, checked amenity center.	2200/0200	4.0	38.00	\$152.00
02-19-23	Checked amenity center. 3 people in the fitness center. Neighborhood patrol with 4 citizen contacts, assisted patrol on a call for service on Pine Lake, suspicious vehicle at Clay Charter and I completed a field contact on both occupants, amenity center check, neighborhood patrol.	2115/0115	4.0	42.00	\$168.00
DEPUTY SIGNATURE: <i>Michael C. Layne</i>	Total		8.0		\$320.00

Make all checks payable to Michael Layne

Thank you for your business!

RECEIVED
MAR 09 2023
BY: _____



Pye-Barker Fire & Safety, LLC
8936 Western Way Ste 5 JACKSONVILLE, FL 32256
904.634.7100
www.pyebarkerfire.com

Account Number	Invoice Number
C125253	PSI938098
Invoice Date	Total USD
12/27/2022	900.00

Ship To Address:
C125253
PINERIDGE
4200 PINE RIDGE PKWY
MIDDLEBURG, FL 32068

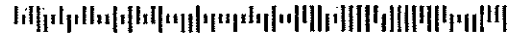
Remit To Address:

Bill To Address:

225 1 SP 0.570 E0225X 10279 D10094199969 S2 P9439859 0001:0001



PINERIDGE
4200 PINE RIDGE PKWY
MIDDLEBURG FL 32068-9216



Pye Barker Fire & Safety, LLC
P O Box 735358
Dallas, Texas 75373-5358

Order Number		Terms		Due Date	
		Net 30		01/26/2023	
Technician	Branch Code	Branch Location		Branch Phone	
Jacksonville House	046-JAX	Pye Barker Fire-046		904-634-7100	
Item No.	Description	Quantity	Unit	Unit Price	Line Amount
MONA	MONITORING ANNUAL	1	Each	900.00	900.00
	MONITORING ANNUAL				
	Security/Monitoring 1.330. 57200. 34500 we 1/12/23				
<div>SAVE TIME AND MONEY WITH OUR CUSTOMER PORTAL Our goal is to make it easy for you to manage the invoices you receive from us. For the ultimate in convenience try our Customer Portal. You can view, print, download and pay your invoices online. Save time and money by going paperless. Go Green! Visit www.pyebarkerfire.com to enroll or email us at ENROLLME@PYEBARKERFIRE.COM</div>					

RECEIVED
MAR 07 2023
BY:

Remit To Address:

Pye Barker Fire & Safety, LLC
P O Box 735358
Dallas, Texas 75373-5358

Pye Barker Corporate Office 678.281.6143

Subtotal	900.00
Tax	0.00
Total USD	900.00

TO VIEW AND PAY ONLINE GO TO: <http://pyebarkerfire.billtrust.com> USE THIS ENROLLMENT TOKEN: BDB LDD XKP

Riverside Management Services, Inc
9656 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 452
Invoice Date: 3/1/2023
Due Date: 3/1/2023
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
1.330.57200.46200- Janitorial Services - March 2023		731.42	731.42
1.330.57200.46400- Pool Maintenance Services - March 2023		1,125.00	1,125.00
1.330.57200.34000- Contract Administration - March 2023		2,014.92	2,014.92
1.330.57200.34100- Facility Management - Pine Ridge Plantation - March 2023		5,154.92	5,154.92

RECEIVED
MAR 03 2023
BY: _____


Jerry Lambert
3-3-23

Total \$9,026.26

Payments/Credits \$0.00

Balance Due \$9,026.26

MAKE CHECK PAYABLE TO:

 **The Lake Doctors, Inc.**
Post Office Box 20122
Tampa, FL 33622-0122
(904) 262-5500

RECEIVED
MAR 02 2023
BY: _____

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



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

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

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

ACCOUNT NUMBER	DATE	BALANCE
719342	3/1/2023	\$850.00

The Lake Doctors
Post Office Box 20122
Tampa, FL 33622-0122

00000000075406001000000007703200000008500067

Please Return this portion with your payment


Invoice Due Date 4/1/2023

Invoice 770328

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
4200 Pine Ridge Pkwy Middleburg, FL 32068					
3/1/2023	Water Management - Monthly		\$850.00	\$0.00	\$850.00

Please remit payment for this month's invoice.

Lake maintenance
1.320.53800.46400
 3/2/23

Please provide remittance information when submitting payments,
otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00
Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$850.00

This Invoice Total:

\$850.00

To submit payment by ACH: Ameris Bank // Routing # 061201754 // Account # 2049360148

Customer Account #: 719342
Portal Registration #: 26CE8D2B

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Customer Portal Link: www.lakedoctors.com/contact-us/make-a-payment/

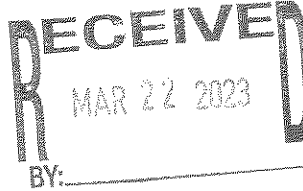
Set Up Customer Portal to pay Invoices online, set up recurring payments, view payment history, and edit contact information


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

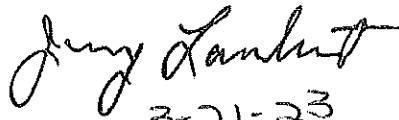
Invoice

Invoice #: 454
Invoice Date: 3/15/2023
Due Date: 3/15/2023
Case:
P.O. Number:

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



Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2023		1,244.00	1,244.00
Maintenance Supplies		557.72	557.72
Ground Repairs & maintenance \$1,266.65 1.320.53800.46000			
Janitorial Supplies \$ 391.66 1.330.57200.46201			
Office Supplies \$ 143.41 1.330.57200.51000			
 3/17/23			
Total			\$1,801.72
Payments/Credits			\$0.00
Balance Due			\$1,801.72


3-21-23

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2023**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/23	8	S.A.	Worked on filling in gap from old incorrect track notches, rewired hammerhead, installed new battery in hammerhead, tested charger, picked up supplies
2/2/23	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/7/23	3	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
2/9/23	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/14/23	3	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
2/16/23	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/21/23	2	M.B.	Moved shed to filter yard, removed debris around pool and amenity center
2/21/23	3	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
2/27/23	2	M.B.	Epoxy hole in filter tank
2/28/23	3	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles

TOTAL 33

MILES 200

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Period Ending 3/05/23

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
PR				
PINE RIDGE				
	2/9/23	60lb Sakrete Mix (3)	15.53	J.S.
	2/14/23	Urinal Screens 10pk	40.32	M.C.
	2/14/23	4" Binders (4)	66.72	M.C.
	2/14/23	Copy Paper (8)	76.69	M.C.
	2/14/23	Dog Waste Bags 2,000 bags 10 rolls	94.62	M.C.
	2/17/23	Paper Towels (2)	86.51	M.C.
	2/17/23	Toilet Paper (2)	78.60	M.C.
	3/2/23	PVC Cement	6.30	J.S.
	3/2/23	3/4" PVC Male Adapter	0.82	J.S.
	3/2/23	Airwick 5pk	17.23	F.S.
	3/2/23	13 Gallon Trash Bags 110ct	27.57	F.S.
	3/3/23	Multifold Towels 16pk	46.81	F.S.
		TOTAL	\$557.72	

BrightView


Landscape Services

RECEIVED
MAR 29 2023
BY: _____

INVOICE

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 8343283
Invoice Date: 4/1/2023
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For April Landscape maintenance 1.320.53800.46200  3/29/23	11,662.29
Total Invoice amount		11,662.29
Tax amount		
Balance due		11,662.29

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 504-202-0716

Please detach stub and remit with your payment

Payment Stub

Customer Accounts: 24488830
Invoice #: 8343283
Invoice Date: 4/1/2023

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Amount Due: \$11,662.29

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 240
Invoice Date: 4/1/23
Due Date: 4/1/23
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Management Fees - April 2023	1,310.513.840	4,069.17	4,069.17
Website Administration - April 2023	491	100.00	100.00
Information Technology - April 2023	351	116.67	116.67
Dissemination Agent Services - April 2023	313	416.67	416.67
Office Supplies	570	0.60	0.60
Postage	420	93.87	93.87
Copies	425	55.80	55.80

RECEIVED
APR 05 2023
BY: _____

Total	\$4,852.78
Payments/Credits	\$0.00
Balance Due	\$4,852.78

KUTAK ROCK LLP

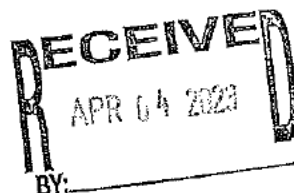
TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 31, 2023



Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3197805

Client Matter No. 16423-1

Notification Email: eftgroup@kutakrock.com

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

Invoice No. 3197805
16423-1

1,310.513.315

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

02/11/23	L. Whelan	0.50	192.50	Monitor 2023 legislative session for legislation pertaining to or affecting District
02/15/23	W. Haber	2.50	650.00	Prepare for and participate in continued meeting
02/28/23	W. Haber	0.50	130.00	Review and revise cease and desist letter; review correspondence regarding DTE claim for payment
TOTAL HOURS		3.50		

KUTAK ROCK LLP

Pine Ridge CDD

March 31, 2023

Client Matter No. 16423-1

Invoice No. 3197805

Page 2

TOTAL FOR SERVICES RENDERED

\$972.50

DISBURSEMENTS

Meals

8.31

Travel Expenses

138.38

TOTAL DISBURSEMENTS

146.69

TOTAL CURRENT AMOUNT DUE

\$1,119.19

CCSO OFF-DUTY INVOICE

INVOICE DATE
TE:03/29/2023

Security/Monitoring
1. 330.57200.34500
We 3/30/23

RECEIVED
APR 01 2023

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

FOR: prmgr@riversidemgtsvc.com

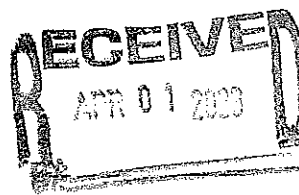
[illegible]

Make all checks payable to Matthew Edmonson

Thank you for your business!

CCSO OFF-DUTY INVOICE

Security/Monitoring
1.330.57200.34500
We 3/30/23



INVOICE DATE
DATE:03/29/2023

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

FOR:
prmgr@riversidemgtsvc.com

[illegible]

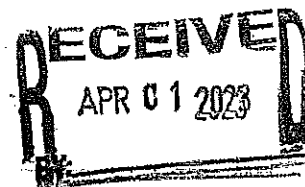
Make all checks payable to Matthew Edmonson

Thank you for your business!

CCSO OFF-DUTY INVOICE

Security/Monitoring
1.330.57200.34500
MO 3/30/23

INVOICE DATE
MARCH 2023



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

FOR:
prmgr@riversidemgtsvc.com

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
03/04/23	Checked amenity center and someone had the playground-side gate propped open with a paver (930 at night and nobody at the pool), neighborhood patrol, 2 citizen contacts at Camp Ridge and Pine Ridge, amenity center check, neighborhood patrol. checked amenity center.	2130/0130	4.0	\$42.00	\$168.00
03/18/23	Checked the amenity center, neighborhood patrol, 1 citizen contact, checked amenity center and 1 person was using the fitness center, neighborhood patrol, checked amenity center, traffic stop, checked amenity center.	2100/0100	4.0	\$42.00	\$168.00
DEPUTY SIGNATURE: <i>Michael C. Layne</i>	Total:		8.0	\$42.00	\$336.00

Make all checks payable to Michael Layne

Thank you for your business!



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

Invoice

Date

4/1/2023

Invoice #

131295613550

Terms	Net 20
Due Date	4/21/2023
PO #	

Bill To GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	Ship To 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	1,446.69
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
1,330.572.465				
RECEIVED MAR 17 2023 BY: _____				

Subtotal 1,505.74
Shipping Cost (FEDEX GROUND) 0.00
Total 1,505.74
Amount Due \$1,505.74

Remittance Slip

Customer
13GMS100
Invoice #
131295613550

Amount Due \$1,505.74

Amount Paid _____

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295613550



4/1/2023

\$1,505.74

Net 20

1,330.572.465

Remittance Slip

PO Box 55372
Houston, TX 77255-5372

Aquasol 800.444.0675 - Poolsure 800.858.7665 - Purify 713.463.1929

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

Invoice

Invoice #: 456
Invoice Date: 3/27/2023
Due Date: 3/27/2023
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Easter Event - 3/25/23 330-572-601		2,312.94	2,312.94
<div data-bbox="500 852 799 1058"><div>RECEIVED</div><div>MAR 30 2023</div><div>By _____</div></div>			

Total \$2,312.94

Payments/Credits \$0.00

Balance Due \$2,312.94

3/30/23
②

Pine Ridge Plantation

GL#330-572-601

3/25/23

Easter Event

	Actual
Total Expenses	\$4,662.94
Disbursements	\$2,350.00
TOTAL EXPENSES DUE	\$2,312.94

	Actual
Site	
Set up and Site Management	
Site Staff	\$781.94
Mileage	\$400.18
Totals	\$1,182.12

	Actual
Egg/Baskets/Supplies	\$1,130.82
Candy for stuffing eggs	
Totals	\$1,130.82


	Actual
Entertainment/Supplies	
(Gifts/supplies, etc.)	
Easter eggs for egg hunts	\$781.94
Easter Prize Baskets for Golden Egg Winners	\$400.18
Totals	\$1,182.12

	Actual
Disbursements	
Payable To:	
Jax Carriage Co	\$2,350.00
Totals	\$2,350.00

2/25/23

Invoice

Bill To:

Description	Hours/Qty	Rate	Amount
Facility Assistant through March 2023 1330.57200.34110	11.9	25.00	297.50
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED APR 06 2023 BY: _____ </div>  4-5-23			

Balance Due	\$297.50
-------------	----------

PINE RIDGE CDD

FACILITY ASSISTANT

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
11.9	Facility Assistant	\$ 25.00	\$ 297.50

Covers Period: March 2023

GL # 1.330.57200.34110

TOTAL DUE:

\$ 297.50

RMS

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF MARCH 2023

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/18/23	5	R.W.	Completed daily checklist, returned calls and emails
3/19/23	2	R.W.	Completed daily checklist, returned calls and emails
3/25/23	4.9	R.W.	Completed daily checklist, returned calls and emails
	<u>11.9</u>		

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

Invoice

Invoice #: 455
Invoice Date: 4/1/2023
Due Date: 4/1/2023
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
1.330.57200.46200- Janitorial Services - April 2023		731.42	731.42
1.330.57200.46400- Pool Maintenance Services - April 2023		1,125.00	1,125.00
1.330.57200.34000- Contract Administration - April 2023		2,014.82	2,014.82
1.330.57200.34100- Facility Management - Pine Ridge Plantation - April 2023		5,154.92	5,154.92

RECEIVED
APR 05 2023
BY: _____

Jimmy Lambert
4-5-23

Total	\$9,026.26
Payments/Credits	\$0.00
Balance Due	\$9,026.26

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/03/23	00008	3/25/23 REQ56	202303 300-58100-10000		*	95,027.00	
		REQUISITION 56 RETAINAGE		HOFFMAN COMMERCIAL CONSTRUCTION			95,027.00 000048
4/03/23	00026	3/15/23 ESTIMATE	202303 320-53800-61000		*	18,400.00	
		SLIDE TOWER REPAIRS		CARLOS L BRITO MARTINEZ DBA JCB			18,400.00 000049
TOTAL FOR BANK B						113,427.00	
TOTAL FOR REGISTER						113,427.00	

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: 56

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

(C) Amount Payable: \$ 95,027.00

(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. 13

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

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

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

March 28, 2023

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF THREE

PAGES

TO OWNER: Pine Ridge Plantation CDD

PROJECT

Pine Ridge Plantation Amentie Impr APPLICATION NO. 2201 13

2201 13

Distribution to:

475 West Town Place, Suite #114
St. Augustine, FL 32092

4300 Pine Ridge Parkway
Maitland, FL 32751

PERIOD TO: 12/31/2023

OWNER
ARCHITECT
CONTRACTOR

FROM CONTRACTOR

ARCHITECT

Baham & Lucas Design Group, Inc.

Hoffman Commercial Construction, LLC
6919 Distribution Ave S - 1000 #5
Jacksonville, FL 32256

7645 Gate Parkway, Suite 201
Jacksonville, FL

CONTRACT DATE 12/31/2023

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract, Construction Sheet, AIA Document G702, is attached.

1. ORIGINAL CONTRACT S/L #
2. Net change by Change Orders
3. CONTRACT S/L # TO DATE (Line 1 + 2)
4. TOTAL COMPLETED & STORED TO DATE (Column G on G702)
5. RETAINAGE:
a. $\frac{5\%}{100}$ % of Completed Work (Column D + E on G702)
b. $\frac{10\%}{100}$ % of Stored Material (Column F on G702)
Total Retainage (Lines 5a + 5b or Total in Column I of G702)

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior certificate)
8. CURRENT PAYMENT DUE
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)

CHARGE ORDER SUMMARY
Total charges approved by Owner
Total approved this Month
TOTALS

CHARGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total charges approved by Owner	\$ 107,599	\$ (48,100)
Total approved this Month	\$ 1,750	\$ -
TOTALS	\$ 109,349	\$ (48,100)
NET CHARGES BY CHANGE ORDER	\$ 61,249	

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.

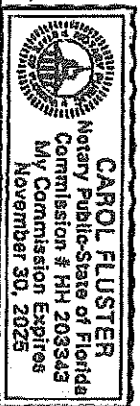
CONTRACTOR

By:

Paul Hoffman Date: 12/31/2023

12/31/2023

State of Florida
Subscribed and sworn to before me
Notary Public
My Commission expires 11/30/2025



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 \$ 95,027.00

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

ARCHITECT: *Michael F. Lucas*
Baham & Lucas Design Group, Inc.
2023.03.24 11:28 SA-0102

Date: 3/25/2023

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.

Pine Ridge Plantation Amenity Improvements
Schedule of Values

2201 13
3/25/2023

DESCRIPTION	SCHEDULE OF VALUES	PREVIOUS APPL	WORK IN PLACE	STORIED MATERIAL	TOTAL COMPLETED TO DATE	%	BALANCE TO FINISH
1 GENERAL CONDITIONS PM	\$ 128,960	128,960	0	0	128,960	100%	\$ -
2 GENERAL REQUIREMENTS	\$ 37,800	37,800	0	0	37,800	100%	\$ -
3 SITE WORK	\$ 298,400	298,400	0	0	298,400	100%	\$ -
4 POOL DECK PAVERS	\$ 12,500	12,500	0	0	12,500	100%	\$ -
5 BASKETBALL & TENNIS COURTS	\$ 195,900	190,025	5,877	0	195,900	100%	\$ -
6 FENCING	\$ 145,400	145,400	0	0	145,400	100%	\$ -
7 CONCRETE SIDEWALKS AND FOUNDATION	\$ 63,600	63,600	0	0	63,600	100%	\$ -
8 MASONRY POOL ENCLOSURE	\$ 22,800	22,800	0	0	22,800	100%	\$ -
9 MISC METALS	\$ 2,400	2,400	0	0	2,400	100%	\$ -
10 PAINTING ENCLOSURE	\$ 3,900	3,900	0	0	3,900	100%	\$ -
11 SPLASH POOL	\$ 346,800	346,800	0	0	346,800	100%	\$ -
12 BENCHES AND TRASH CANS	\$ 6,000	6,000	0	0	6,000	100%	\$ -
13 COURT SHADE STRUCTURE	\$ 15,000	15,000	0	0	15,000	100%	\$ -
14 PLUMBING	\$ 18,200	18,200	0	0	18,200	100%	\$ -
15 ELECTRICAL	\$ 219,900	219,900	0	0	219,900	100%	\$ -
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	6,116	0	0	6,116	100%	\$ -
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	19,836	0	0	19,836	100%	\$ -
22 CO #5 NEW PERIMETER FENCE	\$ 52,968	52,968	0	0	52,968	100%	\$ -
23 CO #6 ENCLOSURE GATE V.E.	\$ (5,100)	-5,100	0	0	-5,100	100%	\$ -
24 CO #9 REVISED FTM DRAWINGS	\$ 11,704	11,704	0	0	11,704	100%	\$ -
25 CO#10 TWO ADDITIONAL LIGHT POLE BASIS	\$ 4,959	4,959	0	0	4,959	100%	\$ -
26 CO#11 CONDUITS FOR SECURITY AND CAF	\$ 8,373	8,373	0	0	8,373	100%	\$ -
27 CO#12 IRRIGATION SLEEVES UNDER PAVE	\$ 1,331	1,331	0	0	1,331	100%	\$ -
27 CO#14 STRIPE THE EXISTING LOT	\$ 1,000	1,000	0	0	1,000	100%	\$ -
27 CO#15 INSTALL SELF CLOSING LATCHES	\$ 750	750	0	0	750	100%	\$ -
27 AT EQUIPMENT ENCLOSURE	\$ 109,600	109,600	0	0	109,600	100%	\$ -
28 HCC FEE	\$ 1,734,809	1,726,086	8,723	0	1,734,809	100.0%	\$ -
TOTAL							

3 10/26/2011 1:00 AM

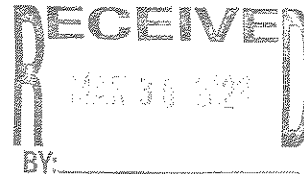
Pay App #13 Month Final

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

The undersigned lienor, in consideration of the final payment in the amount of \$ 95,027 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:

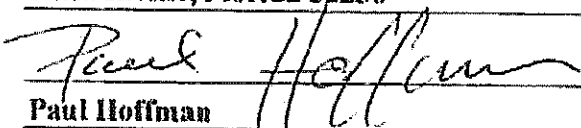
Pine Ridge Plantation Amenity Improvements
4200 Pine Ridge Parkway
Middleburg, FL 32068

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: 3/25/2023

Lienor's Name: Hoffman Commercial Construction, LLC
Address: 6919 Distribution Ave South - Unit #5
Jacksonville, Florida 32256
By: 
Printed Name: Paul Hoffman

STATE OF FLORIDA, COUNTY OF St. Johns
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON 3/26/2023
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.

Carol Fluster
NOTARY PUBLIC

CAROL FLUSTER
Notary Name Typed or Printed

HH 203343
COMMISSION NO.



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

PINE RIDGE PLANTATION - CAP RS 4/03/2023
VENDOR NUMBER/NAME: 26 CARLOS L BRITO MARTINEZ DBA JC CHECK #: 000049
INV DATE INV# AMOUNT DISCOUNT NET
20230315 ESTIMATE 18,400.00 18,400.00 SLIDE TOWER REPAIRS

TOTAL \$18,400.00

PINE RIDGE PLANTATION - CAP RS 4/03/2023
VENDOR NUMBER/NAME: 26 CARLOS L BRITO MARTINEZ DBA JC CHECK #: 000049
INV DATE INV# AMOUNT DISCOUNT NET
20230315 ESTIMATE 18,400.00 18,400.00 SLIDE TOWER REPAIRS

TOTAL \$18,400.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

000049

PINE RIDGE PLANTATION CDD
CAPITAL RESERVE FUND
475 WEST TOWN PLACE STE 114
ST AUGUSTINE, FL 32092
(904) 940-5850

SUNTRUST BANK
NORTH FLORIDA

63-215/631

DATE AMOUNT
4/03/2023 \$18,400.00*

EIGHTEEN THOUSAND FOUR HUNDRED DOLLARS & 00 CENTS *****

PAY

TO THE
ORDER
OF:

CARLOS L BRITO MARTINEZ DBA JCB
MAINTENANCE LLC
9905 LEAHY RD
JACKSONVILLE FL 32246

AUTHORIZED SIGNATURE

⑈000049⑈ ⑆063102152⑆1000144368239⑈

JCB Maintenance LLC

9905 Leahy Rd

Jacksonville, FL 32246

904-383-5292

jcb.maintenance@yahoo.com

Estimate

ADDRESS

Jsoriano

ESTIMATE # 1029**DATE** 03/15/2023**EXPIRATION DATE** 03/22/2023

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/15/2023	Labor Labor To fabrication of ladder. •Carbonized steel •Fabrication •Hose stamp •Welding •Labor	1	36,800.00	36,800.00

TOTAL**\$36,800.00**

Accepted By

Accepted Date

2,320.538.610

Deposit:
\$18,400.00