

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.

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**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.

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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.

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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 16<sup>th</sup> meeting they will approve a proposed budget and will adopt the budget at the July 18<sup>th</sup> 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.

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**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.

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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.

DocuSigned by:  
*Marilee Giles*  
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Secretary / Assistant Secretary

DocuSigned by:  
*Matt Biagetti*  
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Chairman / Vice Chairman