

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, May 16, 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 public comments.

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THIRD ORDER OF BUSINESS

Series 2020 Project:

A. Update Regarding Series 2020 Project

Mr. Soriano provided updates for the 2020 project to include updates on cameras, fencing, safety concerns, public access, timelines, materials, installation, liability, and warranty items.

B. Ratification of Pay Requisitions (55-58)

Ms. Giles reviewed the pay requisition 55-58. She noted these were for Brightview, Hoffman Construction, and others are anticipated. She added these items will be paid out of the capital reserve fund. She stated the construction fund has \$656.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Pay Requisitions 55-58, were ratified.

FOURTH ORDER OF BUSINESS

Open Items

A. Sign at Entryway

The Board decided to remove this item from the agenda.

B. Slide Tower

Mr. Soriano provided updates on the slide tower to include the agreement and timelines. He described the specifics of the installation process.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from Brightview for Sod and Seeding

Mr. Soriano reviewed the proposal from Brightview for sodding and seeding. The total was a not to exceed of \$5,6234.80. He noted the project has been started to include irrigation and referred to timelines. Signage was discussed. It was asked about the number of application and what was budgeted. Mr. Soriano replied we have budgeted for 4 applications and hoping that 2 will work.

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SIXTH ORDER OF BUSINESS**Consideration of Proposal from Riverside Management Services for Fiscal Year 2024 Services**

Mr. Soriano stated this proposal included the typical letter for plans of an increase of hourly employees, staffing and vendors. He discussed this is the busy time of year and an assistant has been added. Ms. Cranford reviewed the specifics to included amenity manager, facility assistant, field management, pool maintenance, janitorial services, lifeguard services and gate monitor. Mr. Soriano noted there would not be a charge if the services were not used.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, the Proposal From Riverside Management Services for Fiscal Year 2024 Services, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2023-03, Approving the Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date for Adoption**

Mr. Haber stated the resolution is the first step in the process of adopting a budget. It approves a proposed budget to start October 1, 2024. This proposed budget will be sent to the Clay County offices and a public hearing will need to be held to formally adopt the budget in final form. The Board asked Mr. Haber what Clay County did with the budget. He replied this step is statutory requirement to present to Clay County, but they do nothing.

Ms. Giles presented the proposed budget to include the general fund which is the operating budget called the O&M, the debt service fund shows the debt with interest and principal payments for 2020 bonds, and the capital reserve fund. She reminded Board members the capital reserve study is used for planning contribution to the budget. Board members can adjust this when needed.

She noted there is a proposed 8% increase for the homeowners. This will be \$77 per year or \$6.00 a month. She added the District has not raised assessments until 2023. She reviewed the line items specifics for consideration. The Board added comments on inflation and the last study was at 3%. Ms. Giles added the Board can put more into the capital reserve fund if needed and the study can be updated for about \$2000 with the old company. She recommended approval of the proposed budget with the 8% and could be lowered at the adoption but not raised. She added the mailed notices with go out with the increase and the GMS office is prepared to address

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questions and concerns from homeowners. She reviewed line item increases in insurance and liability.

Other discussion included increases in security, landscaping, and possibilities of raising to \$100 per household. The proposal was to increase the total assessment to \$100, with the \$77 going to the general fund and the \$23 going towards the capital reserve fund.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Resolution 2023-03, Approving the Proposed Budget for Fiscal Year 2024 Including a \$77 Per Year Increase for the General Fund and a \$23 Per Year Assessment for the Capital Fund, and Setting the Public Hearing for July 18, 2023, was approved.

Mr. Haber added the resolution needed approving as well and the public hearing. Ms. Giles noted the public hearing date would be July 18, 2023.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-04, Setting a Hearing on Revised Amenity Suspension and Termination Rules

Ms. Giles stated the public hearing for this item could also be July 18, 2023. Mr. Haber presented the resolution on revised amenity suspension and termination rules. He asked that the public hearing be approved. He added this is not addressed on a regular basis for this District. He explained situations of violations and giving staff permission to address these violations. He added comments on suspensions and due process for appeal. He recommended the Board review the policies and be prepared to address concerns and questions at the hearing.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, Resolution 2024-04, Setting a Hearing on Revised Amenity Suspension and Termination Rules for July 18, 2023, was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2023-05, Resolution Regarding Records Retention Policies

Mr. Haber presented the resolution on records and retention policies. He referred to the memorandum from his office which explains transitory and electronic records. He added this will update the options for destroying records. He explained both Option 1 and Option 2. The

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Board selected Option 2. This option addresses retention of electronic records in lieu of paper copies and guidance regarding deletion of transitory records.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Resolution 2023-05, Regarding Records Retention Policies Option 2, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber updated the Board on the legislation approving and mandating four hours of ethics training for all Supervisors to begin January 1, 2024. He added his office is reviewing the options for this training.

B. District Manager – Report on the Number of Registered Voters (1, 511)

Ms. Giles noted the number of eligible registered voters residing in the District as of April 15, 2023 was 1,511.

C. Engineer

There was no Engineer update.

D. Amenity & Operations Manager

1. Report

Ms. Cranford reviewed the Amenity report. She included rentals, events, tabletop replacement, AED machine, and other repairs and materials for security cameras.

Mr. Soriano provided comments on Operation updates and personnel staffing, contractors for pool maintenance, and other issues.

2. Landscape Quality Inspection Report

Mr. Hicks reviewed the Landscaping Report and provided updates on irrigation, lake maintenance, spraying for weeds, playground updates, and proposals or various landscaping needs.

ELEVENTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Ms. Giles asked for public comments.

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A resident commented on cutting trees, limbs, grass cutting and irrigation issues.

Another resident asked how to find a schedule for weeding, and grass cutting. It was noted this was now twice a month for ponds. Discussion ensued on how the cutting was occurring and other concerns. Ms. Giles asked Mr. Soriano for a schedule and a process for residents to go to the website for requests.

Another resident commented on issues with trash. She asked about collaboration with HOA and a volunteer day. Ms. Cranford explained a new process for cleanup.

Continued resident concerns on sheriff's office and off duty officers in the area, EPA concerns, construction debris, and janitorial issues, and pollution issues.

TWELFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the February 15, 2023 Continued Meeting and March 21, 2023 Meeting

Ms. Giles stated the minutes of the February 15, 2023 Continued meeting and the March 21, 2023 Regular meeting were in the packet for Board review. The Board had no changes to the minutes.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, the Continued Minutes of the February 15, 2023 Meeting and the March 21, 2023 Meeting, were approved.

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending April 30, 2023

Ms. Giles stated these ended April 30, 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. This is for the months of March and April for a total of \$597,797.43. She explained that in the month of March the total was \$556,407 and this is from 2 transfers to the State Board of Administrative Account for \$450,000 and for \$60,805 for the capital reserve. She noted the purpose of the SBA account is a local surplus funds for trust to help maximize the earnings with competitive returns. She added it usually pays 4%

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interest. She added that April is the normal \$33,554.42 and utilities were \$7,835.14. The total check register is \$597,797.43.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, the Check Register for \$597,797.43, was approved.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – 7/18/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for July 18, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center. She asked that the Board reach out to staff if there were questions about the budget before the meeting.

FOURTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary / Assistant Secretary

DocuSigned by:
Matt Biagetti
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Chairman / Vice Chairman