

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, July 18, 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:

Jeff Lewis	Vice Chairman
Nelson Nazario	Supervisor
Jack Montoya	Supervisor
Jerry Ritchie	Supervisor

Also, present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Maria Cranford	Amenity Manager
Jay Soriano	GMS
Rodney Hicks	Brightview
Cameron Zakrzewski	RMS

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. There were no public comments.

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

Mr. Soriano stated he sent an update the second week of June. We were moving along pretty good. The welder has finished everything. He cannot finish the last bit because of the framing at the top. We cannot get up there until we get the actual tower steps built back up. Take the frame down and put his pieces along and make sure everything fits nice and snug and then he is finalized, and we can cut his last check. They are sand blasting now but have lost some of their sand blasters. They are finishing everything off and asked us to wait one more week. Something that started off as two weeks is now getting into four and the next week will be five weeks. Hopefully we will have those back. Everything that is powder coated right now is the risers and handrails and not the curved railings that go around the outside. Curved railings are kind of important because they attach each one of those risers on the outside and the risers are bolted to your center post and that spreads out the weight distribution a little bit. We have started coating all of the posts so everything is nice and glossy. We do have a couple of more that we want to get up higher and get everything coated. Everything has been rust treated. We have also done enough work to be able to do fiberglass and get more grip on your actual steps. We did not replace the fiberglass. We did talk about all of the work that we would be doing with fabrication and power coating but did not really address those fiberglass platforms that you actually walk on. We did have enough money when we were done to buy some really nice epoxy. It is grid and everything is coated so those will go back in place. He noted they are on budget. The epoxy for this is a 10-year epoxy. A couple of years go by, we know we are going to have to pressure wash. You guys did pay for extra service on the slide. It is the same way and will start to eat away at your surface. RMS is going to be here to pressure wash and clean to keep that scale from forming.

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

Mr. Soriano stated this includes everything that we have finished. We have had a couple of issues with the tennis courts and the basketball courts so all of your hard surfaces that are out there. We had some issues with the spray ground that we hope we are clearing up. We talked about that the last time with CES. They do understand they are getting everything straight so if they continue to have problems again that is a warranty issue. Hopefully we have that part handled. That is the one we were worried about last meeting as it causes a lot of issues. If you

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can't press the button, the kids cannot play. You asked to determine when they came out for the last call that we got a bad sensor so they will be replacing that. We have some sinking going on in your asphalt. The weight of your pickleball nets is actually heavy enough that they are sinking down in the asphalt. Right now you have holes that are about 2-3 inches deep in the asphalt. Those were not designed to be on asphalt courts but were designed to be on concrete courts as concrete is a little stronger. The other issue is with your surface company, there were two subcontractors. One surface company came in and laid your asphalt. They also paint lines and things like that. They left the painting to another subcontractor. Nobody is happy with that subcontractor with Paul Hoffmans Group. I did talk to Paul today and he asked if you guys would have the patience that he would take care of everything. The things that I want to point out are the size of our holes. He is going to have to fix the asphalt to bring the level of the holes up and flatten everything out and recoat that. They are also going to have to go over the whole entire surface because it was laid extremely thin. There are areas where you can see the paint and the asphalt is actually seeping through one layer of paint. That will wear thin after less than a year. We need it to last a few years. He stated based on email; he is going to make it right. He is bound by warranty and we can use Wes to help us with that part. He will actually lose out on it as the subcontractors did not do the best job. He has got to come back and do it. My concern is making sure we get everything we can out of it. The whole surface has to be coated. All of the holes have to be fixed up and brought to the right level. The other problem is painting the basketball court. The upright for the basketball court is actually inside the playing surface and you can't do that. We will have players knock each other into that post and it goes about a foot to foot and a half behind the post. It has been painted wrong so they will have to come out and redo all of the lines. They will have to repaint all of the surface. He did not have a timeline for me today. We will send an email since we have a list and Wes will be copied on it so we can get some kind of reply, but he did ask for you guys to be patient that he is working on it. He is not arguing that he doesn't want to fix anything. Mr. Haber stated there is no timeline other than the law requires reasonableness in all agreements so he can't just delay us for an unreasonable period of time. With respect to actually putting something into writing, I would specify that we want something in writing back from him in other words I do not want him to call you and say yes. I think in this agreement there is going to be specific notification requirements and going to say in writing sent via type of mail and email may not qualify. Mr. Soriano noted the grass is growing in pretty good

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so there is no issue with the sand as there is not much sand out there. There will be one last problem which is the holes being made by the heavy pickleball nets. That was something that was part of the bid process, and he was told to purchase. He noted those will have to be replaced as those cannot be put back out there. Mr. Soriano stated he wants to give you a proposal for new ones.

Mr. Soriano stated if you guys are comfortable, we will work with them first and see if they can help out. Mr. Soriano stated the proper nets for that are nowhere near as expensive. He stated they could find a way to get rid of the other nets as they were expensive and have not been used. Mr. Haber said his only concern is if they are asking the District to pay for replacement nets. Ms. Giles asked Jay if he described the parking lot. Mr. Soriano noted they did set up for the asphalt guys to come and do the parking lot. It was supposed to be done last week but it was not. There was an irrigation line running next to the curb running out into the parking lot which made pockets so basically the parking lot has sunk in. They have to come out and fill all of that in and restamp it and seal the patched part.

B. Ratification of Pay Requisitions (59)

Ms. Giles reviewed pay requisition 59 which is on page 7 of the iPad to ETM for \$432.50. She asked for a motion to ratify pay requisition 59. Mr. Lewis asked if it finalizes that out. Ms. Giles stated she thinks so as this is the final one for ETM.

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with all in favor, Pay Requisition 59, was ratified.

FIFTH ORDER OF BUSINESS

Public Hearing on Revised Amenity Suspension and Termination Rules, Resolution 2023-06

Ms. Giles stated this resolution starts on page 12 of the agenda and asked Wes if there was anything to go over before opening the public hearing. Mr. Haber stated in other places in the state, he has seen CDD's that own amenity facilities that seek to enforce the suspension and termination provisions of those amenity policies which this Board does not do nearly as much as a lot of Boards around the state do and so what you are doing is letting residents who have been suspended hire lawyers to contest those suspensions. Those lawyers from time to time are

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finding issues in the suspension and termination policies themselves that we think can be approved from District to District. Not all Districts that we represent have the same termination suspension policies. What we did was draft a suspension termination policy based on our experience in the Districts that we represent throughout the state to try and have uniformity and also to address the various issues that we have seen and that is what you have in your agenda before you. He noted what this will do is update your present amenity policies and procedures to replace your suspension termination policies in their entirety with this section. We would just be deleting that and replacing it with this. He stated it is fairly similar and essentially gives staff some discretion to suspend folks who may not be compliant with your policies however it is only for a limited amount of time, but ultimately if it is a severe infraction, the person would be suspended until the next Board meeting and then this Board would be provided with an opportunity to make the determination of how long they want the suspension to be. The person involved in the suspension was given a notice sort of along the lines of due process, you are a unit of government to say here is what you did wrong and here is the role that you violated. At the meeting taking place on this day, the Board is going to make a determination of whether it wants to extend the amount of time of your suspension, and you are entitled to attend that meeting to provide any input. There are certain aspects of this with respect to reimbursement. Sometimes the violation that you see is when someone damages CDD property. I believe your existing provisions do not have these reimbursement sections and we feel like this will be beneficial in the event somebody does violate and damage CDD property to try to get reimbursed for that property. It allows the suspension to take place until you receive that reimbursement. I am happy to answer any questions. Because the policies provide for the Board's ability to take away someone's right to use the facilities even though they are paying the full amount of their O&M assessments, we will recommend you have done a public notice in the newspaper to sort of put the world on notice that you are holding a public hearing today. You would open the public hearing and members of the public would have an opportunity if they had any questions or concerns regarding the policy to weigh in on it and then ultimately you would close the public hearing. If you have any questions or concerns, raise them or we would be looking for a motion to adopt the policies and that would formerly make a change to your larger set of laws which would include this.

Ms. Giles asked for a motion to open the public hearing.

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On MOTION by Mr. Montoya, seconded by Mr. Lewis, with all in favor, Opening the Public Hearing, was approved.

Ms. Giles stated the public hearing is now open and asked for any comments from the public as it pertains to this item about the suspension and termination rules. An audience member asked about page 12. Ms. Giles noted that seven days prior to a meeting, the agenda package will be posted to the CDD website. Our goal is always to put the whole packet. This one today is only 154 pages, so it was posted to your website within those seven days required by Florida Statute. She noted the meeting can be paused if the public members need a second to use their phone to look at the agenda. An audience member stated he can't go through 154 pages in two minutes. The Board stated based on the overwhelming response of the public in general, we do not think it is an issue. Ms. Giles stated if there are no other public comments, she would be looking for a motion to close the public hearing.

On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, Closing the Public Hearing, was approved.

Ms. Giles stated based on the comments and input received, is there any guidance from the Board to staff that pertains to Resolution 2023-06? If not, we look for a motion to adopt Resolution 2023-06.

On MOTION by Mr. Montoya, seconded by Mr. Ritchie, with all in favor, the Revised Amenity Suspension and Termination Rules, Resolution 2023-06, was approved.

SIXTH ORDER OF BUSINESS

Fiscal Year 2024 Budget

A. Overview of Budget

Ms. Giles stated this starts on page 21 and tonight there will be a public hearing to consider both the annual appropriations and adopting the budget then also consideration of imposing special assessment and certifying an assessment roll. Mr. Haber stated the Board is considering two things, the budget itself which is the various line items and the amounts allocated to those line items for the next fiscal year that starts on October 31, 2023 and goes through the

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end of September 2024. After that consideration, in order to pay for that budget, you levy assessments against all of the homes within the community and you will consider the resolution levying that assessment. The Board is going to open one public hearing and will discuss both of those items, the budget and the assessment. If you have any comments on either the budget or the assessment, please bring those up. He noted they will not open two separate hearings.

Ms. Giles stated she would give a general overview of the budget. For the Board on page 22 there are three funds, the general fund which is the operating funds for the District and is what we call the operations and maintenance, O&M funds, then the debt service funds which shows the debt service with the interest and principal payments for your 2020 bonds, and then lastly in the capital reserve funds. On page 24 for the Supervisors but for the residents it's on the bottom of page 2, you will see there is a table that shows the proposal that is a 10% increase for the homeowners. She noted it is an assessment increase of \$100 per year and as discussed at the last meeting, that \$100 splits \$77 into the general fund and \$23 going towards the capital reserve fund. The 10% increase is less than \$8 a month increase for the residents here. She noted unless the Board has anything to add to that, we will open the public hearing. Mr. Lewis stated that the assessments have not been raised in seven or eight years. Ms. Giles stated last year we had an increase but prior to that, you went eight years without any increase at all with a 3% inflation rate.

B. Public Hearing to Consider the Adoption of the Fiscal Year 2024 Budget

Ms. Giles asked for a motion to open the public hearing.

On MOTION by Mr. Lewis, seconded by Mr. Ritchie, with all in favor, Opening the Public Hearing, was approved.

Ms. Giles stated the public hearing is now open, so this is your opportunity to make comments or ask questions about the FY24 budget.

Audience member (Danny Turner) stated he had a question regarding the budget going up \$100 for the year. He asked if the budget goes up if the amenity cost goes up. Ms. Giles stated yes. He stated we are seeing an increase in the budget but we still have some of the amenities mentioned earlier that aren't usable yet so we are paying for those things even though we still can't use them. Mr. Soriano stated this is next year's budget so this starts in October and we

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definitely hope we will be open by October. It is just this amenity. That is your entire budget that handles everything that the District operates and maintains even outside this building so our landscaping, water, street lighting so anything that is handled by the District is still covered in the budget. Your insurance even being able to operate as a District. It is not just the amenity center though that is a big chunk. There is a little operating expense on this one such as electricity and chemicals but not just because of the amenity center, it is everything that the CDD has. He noted insurance is definitely a big one. Mr. Soriano stated one of the big requests last meeting was actually to up it to put a little more into your capital. The capital budget is what helps build that savings for when things go out, we do not have to worry about doing special assessments on things like that.

Ms. Giles stated on page 1 first section is the administrative type lines and below it, it shows what it was in 2023 and what it is in 2024 and then goes into the amenity center section and ground maintenance section. There is a comparison of each with FY23 in the left column and FY24 in the right column. In between those columns is an actual year to date column and then a projected column for the next three months and then projected through the end of the year. She stated some items went up such as insurance more than doubled in the state of Florida also electric went up this year. Mr. Turner asked about the land in the back as part of the community and if anything is planned for that. Ms. Cranford stated it is just common ground. Mr. Turner asked if there would be a playground there in the future. Mr. Soriano stated we did look at something like that in the community but again with everything going up, a regular park would cost \$50,000 and now it is \$100,000 so we have to look at that and see what we can do and what is in the budget and can be afforded to do in those areas. Mr. Soriano stated that is part of your capital so if that is going well over the next couple of years, we could look at it and with a little padding there, we could afford our first \$40,000-\$50,000 playground area but that capital needs to be built up first. Mr. Turner stated his last question is the lighting in the community and asked if there is anything that can be done going forward regarding the electricity cost. He noted he knows the city lighting is different but has seen lights in other communities going to a purplish like color. Mr. Soriano stated that is a longer-term project. He stated they are only replacing with LEDs. As long as we can afford it, we will replace the ballast with LED drivers as they last longer, easier to work with and does cut the cost. We will eventually have sports lighting for the tennis and basketball courts. He noted they can only deal with the lights that we actually own

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and we pay per year. Once you go out to the county lighting with Clay Electric, they kind of control what we can do with that lighting there, the light posts and fixtures and the residents pay the bills. If they are working toward doing LED lights and hopefully with new chips, they won't have that purple issue. The way Clay Electric works most of their bills are more of a flat rate. Mr. Turner asked if the roads are part of the CDD. Mr. Haber stated we do not own the roads. The CDD did build them but basically, they got deeded over to the county when they were finished so the county owns the road and the right of way. They handle maintenance and things like that.

On MOTION by Mr. Montoya, seconded by Mr. Ritchie, with all in favor, Closing the Public Hearing, was approved.

C. Consideration of Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Ms. Giles asked if there is any guidance from the Board to the staff as it pertains to the FY24 budget and or this is your time as the Board to discuss the budget. Ms. Giles stated unless there is anything else, I am just looking for a motion to adopt Resolution 2023-07.

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2024, was approved.

D. Consideration of Resolution 2023-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

Ms. Giles asked based on the public comments heard, is there is any guidance to the staff and if not, just looking for a motion to adopt Resolution 2023-08.

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Resolution 2023-08, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal year 2024, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated no report unless there are any questions.

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B. District Manager – Discussion of Fiscal Year 2024 Meeting Schedule

Ms. Giles stated on page 47 is the Fiscal Year 2024 meeting schedule. She noted the only thing to point out here is normally you meet every third Tuesday but July 23rd, I had to move that to the fourth Tuesday so that we have 60 days in between your May meeting and July meeting which is a requirement by Florida Statute in between approving a budget and adopting a budget. She noted unless there are any questions or comments on the FY24 meeting schedule, I will ask for a motion to approve.

On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, the Fiscal Year 2024 Meeting Schedule, was approved.

C. Engineer

There being no comments, the next item followed.

D. Amenity & Operations Manager**1. Report**

Ms. Giles stated Maria's report starts on page 50 of the iPad. Ms. Cranford stated two things to touch base on that was not included in the memo, related to the courts convergent did finally get the glass and the access card readers installed on the gates so we have functioning gates now but just can't open them due to issues with the court service but at least that is one step closer of course that is what led to the discovery of the issues with the court surface. Keatings did get their security camera up on the parking lot pole. They are just waiting on T&M to come and do what electric work they needed. Keatings did touch base with me Friday to let me know that they are still waiting for T&M to come out and do that but all of their wiring is done. She noted they have a meeting with the court contractor on July 6th so those issues are being addressed. She stated on a positive note, the new tabletops for the broken tables came in today so now all of the tables are back to being usable. A Board member asked if the card access readers are on the gates now and asked what remains to be done as part of the project. She stated the card access readers are on and absolutely nothing remains on the project. She noted the only thing she is waiting on is for the security camera to be functional but as far as the access controls for those gates are concerned, all of the wiring, hardware, everything has been installed. All of

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the programming has been done and tested and both gates work. She noted you swipe to enter and push the exit button. Mr. Soriano stated a technician went out and the AC unit is an amount that is higher than Maria's allowable amount. Ms. Cranford stated it was the one for this room, the original one. The weekend before the Fourth of July, there was a resident that had a space rented and she messaged me that Saturday to ask if anyone had complained about the air conditioning over here and I mentioned it is hard to cool the space down in the peak heat of the day because of all the doors. She noted she called Howard Services on July 5th and they came out and said there is a cracked coil with leaking freon so that is why it is not cooling. The cost of repair did not make sense, so someone came out to give the cost for replacing and that ended up being almost \$6,000 originally. Jay had one of his vendors come out and look was able to provide a price. Jay went back to Howard to check on additional options. They went ahead and priced us for an ICP so it is still within that carrier brand and compatible with our configuration and current set up. We did replace the ICP which saved us \$1200. Mr. Soriano stated the final invoice that will need to be ratified is for Howard Services for an amount of \$4,641.70. Ms. Cranford stated it is a 5 ton. Jay introduced Cameron Zakrzewski from RMS. Mr. Lewis asked for the status of the slide. Jay stated if they don't get the powder coated parts back to do the slide, they will work on the fence next.

On MOTION by Mr. Montoya, seconded by Mr. Lewis, with all in favor, the Howard AC Services Invoice for Emergency AC Repair for \$4,641.70, was ratified.
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2. Landscape Quality Inspection Report

Mr. Hicks stated they have been rolling. The weather has been an issue with weeds pushing through which we are working on this week and next week. With the combination of rain and a short holiday, it was difficult to detail it. We got the palms trimmed finally which took a little while to get the weather to cooperate with us and get all of that done. He noted the seedling has done pretty well on the soccer field. If you look at it, there is a thicker grass called millet and that is what is taking the seed first which has done very well. We are going to do a selective herbicide on some of the crab grasses in there and will do another seeding in about three weeks. This is the first seeding. We will be doing the second seeding next month. He noted he feels good about it and the best thing was not doing the herbicide all the way across everything and as

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the sod company had basically suggested that. It keeps the seed from drying out, so it gets under the current vegetation that is there and it does not dry. We selectively treat the stuff that is there and then seed it again. We will be doing that and will be mowing in the next week or week after then will be treating it toward the second of third week of August. He noted other than that everything is going pretty good unless the Board has anything to talk about. A Board member asked if he is very positive about that area. Mr. Hicks stated yes, I am. There is very little dirt that can be seen right now. This has worked out perfect weather wise with good heat and humidity and lots of rain.

EIGHTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

Ms. Giles stated this is the last opportunity for public comments. She noted this is usually at the end of the agenda for items to be discussed by the public that were not listed on the agenda so anything else that was not discussed that you want to bring up.

A Board member stated this has been almost a two-year project between the design, bidding, and actual physical construction. We are at the point now where we need to open up the tennis courts, pickleball court and basketball courts. I think we should send out a notice to the members of our community stating that this is going to open up and these are the rules with so much time for activity on the courts and these are guidelines and this is what you do. Ms. Cranford stated once the issues with the courts are addressed then we will absolutely be able to send out an opening and rules and policies for those courts. Mr. Soriano stated they will put that together for the opening of the courts to get some excitement around the opening day. Ms. Giles stated we just adopted the suspension termination rules so I will copy and paste that into your existing amenity facility policy that you have but now is also a time to visit that to see if there are any new rules with the courts that you want to add to that because the courts did not exist in your current policy. Staff will start working on that and bring that to the Board. Mr. Soriano stated we will go over any customized signage for the rules in place for the specific courts and bring that to you guys before we create it to make sure that is what we want to put on there.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the May 16, 2023 Meeting

Ms. Giles presented the minutes from the May 16, 2023 meeting and asked for a motion to approve the minutes.

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On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, the Minutes of the May 16, 2023 Meeting, were approved.

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

C. Assessment Receipts Schedule

D. Approval of Check Register

Ms. Giles stated on page 67 is the balance sheet and statement of revenues for the period ending June 30th followed by the assessment receipt schedule on page 79 that shows we are 100% collected. She noted on page 81 is the check run summary and is actually for two months there and that is page 81. At the top it says the month of May \$36,334.34 and then for the month of June was \$35,832.76. She stated it breaks out capital reserves for May and June and utilities and autopayments for May and June for a total of \$142,498.69. She stated she did not see any unusual variances on the check register so we just look for a motion to approve the check register.

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

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 9/19/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for September 19, 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 Beagette
3AE5629A08074B9
Chairman / Vice Chairman