

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, September 19, 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
Cameron Zakrzewski	RMS

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.

Audience member asked if she could comment at the end. Ms. Giles explained the comment process.

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

Mr. Soriano stated the slide tower was completed. He explained the coating and metal work and the specifics of the completed project. The design was discussed and some of the issues. Cost savings were discussed. Ms. Giles asked if the Board would like to leave as an open item until the final report was received. It was decided to remove the item.

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

Mr. Soriano provided updates on the Series 2020 Project. He noted there will be some warranty work to finish. The power outage was discussed and noted it was back up and running. Tennis and basketball court will be resurfaced. He noted the nets can be used on asphalt but are designed for concrete and were too heavy for their surface. He noted a solution for new nets and can purchase from another property. He added they are about \$340 a piece and it would be a whole new set of nets. Further discussion ensued on the specifics of the nets, sale of the nets, and the costs. Ms. Giles asked Counsel for input on selling the nets to another property. Mr. Haber stated they should do an invoice and note the sale is "as is." He would work with Mr. Soriano to complete this form. He added a motion is needed to sell the nets. She asked for public comments on the nets. There were no comments at this time.

On MOTION by Mr. Ritchie, seconded by Mr. Nazario, with all in favor, Authorizing Staff to Sell the Pickleball Court Nets, was approved.
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B. Warranty Repairs for Courts

Mr. Soriano stated this is completed for now. Ms. Cranford commented the wind sails were taken down for storm preparation and were put back up last week. Storms and damage were discussed.

C. Ratification of Pay Requisitions (60-63)

Ms. Giles reviewed pay requisitions 60-63. She stated pay Requisition #60 was for \$35,934.34 for sod in Area 2 and 3 and the splash park. Requisition #61 was for convergent technology set and #62 is for Hydro seed and #63 is for ATM for \$112.

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On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Pay Requisition 60-63, were ratified.

FIFTH ORDER OF BUSINESS

Consideration of Updates to the Amenity Facility Policy

Ms. Giles stated there were updates added to suspension and termination rules. These changes included some administrative changes, formatting issues, addition of a picture to the cover. It has been posted to the website and is up for Board discussion. She asked if the Board had any further additions or changes.

Discussion ensued on tennis courts/splash pad policies, updating language, staff to work on the wording, and hours.

SIXTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2022 Audit Report

Ms. Giles reviewed the report to include the requirements of the annual audit by a CPA, financial report from Berger, Toombs, Elam and Frank for fiscal year ending in 2022. She highlighted a few areas to include the overall conclusion of no weakness, no findings or no recommendations, and the compliance of the District. She asked for acceptance of the clean report.

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated that he had no report unless there were any questions.

B. District Manager

Ms. Giles stated she had no further information.

C. Engineer

There being no comments, the next item followed.

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

Ms. Cranford and staff reviewed the Amenity report and included the pool deck and fabric replacement on covers, fitness center issue, common area dumpster removal and left over debris, and the aluminum fencing panels needing replacement. Discussion ensued on access for trucks and other construction vehicles, closing the area in, leaving a path for walking, golf cart pathway, light posts replacements, and the Board compliments on the improvements in the Amenity Center.

2. Landscape Quality Inspection Report

Mr. Hicks and staff discussed the siding, cleanup, trimming of palms, site-ride through the community for clean-up of curbs, replacement of sod, sidewalk maintenance of area combined with other property, curb maintenance, re-sodding, cutting grass, drainage, public works to clean up, Board request for address and information, roadways, construction work issues, tree limb and other issues, fencing issues, and the mowing process.

EIGHTH ORDER OF BUSINESS**Public Comments/Supervisor's Requests**

Audience comments included the pickleball courts plan for action to get it up and running, access control, court resurfacing, review of Amenity policy, signage for new policies, compliments for improvements in the community, pickle ball elevations, designs, dirt fill, water issues, irrigation links, drains that wrap around the courts, sand, concerns on incidents at the pool with child on the slide, staff issues and negligence, correct emails for Supervisors, and lights at Amenity issues.

Supervisor comments were made on Engineering issues, roadways, traffic flow, and residents submitting emails on the issues.

Mr. Haber commented on letters sent from the CDD to County Commissioners on work tickets and sending to the Engineering department on issues.

NINTH ORDER OF BUSINESS**Approval of Consent Agenda****A. Approval of the Minutes of the July 18, 2023 Meeting**

Ms. Giles presented the minutes from the July 18, 2023 meeting and asked for a motion to approve the minutes.

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On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the Minutes of the July 18, 2023 Meeting, were approved.

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending August 31, 2023

C. Assessment Receipts Schedule

Ms. Giles noted they are showing 100.21% collected.

D. Approval of Check Register

Ms. Giles reviewed the check register summaries for July for \$47,551 and August for \$41,738. She added the capital reserves total \$58,131. She noted the utilities for \$11,074 and the total check register for \$158,496.62. She noted that there were no unusual variances.

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

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 11/21/23 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for November 21, 2023 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center. She asked the Board since this is Thanksgiving if the date was good. She wanted to ensure a quorum, or they could cancel if needed.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Marilee Giles

Secretary / Assistant Secretary

DocuSigned by:

Matt Biagetti

Chairman / Vice Chairman