

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, January 16, 2024 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
Jack Montoya	Supervisor
Nelson Nazario	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

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 being no public comments, the next item followed.

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THIRD ORDER OF BUSINESS**Series 2020 Project:****A. Warranty Repairs for Courts**

Ms. Cranford stated that Hoffman came to do the warranty work for the resurfacing, and they are finished as of December 21st. New nets went up last Thursday. She noted that there are exposed light pole bases and temporary paneling was installed. She has continued to update the community on the progress, and they will be reopening the courts this coming Thursday. She answered a few questions for the Board before finishing her update. Ms. Giles asked if the Board was prepared to close this open agenda item as a completed project and they agreed.

FOURTH ORDER OF BUSINESS**Consideration of Proposals to Prepare a Capital Reserve Study**

Ms. Giles presented three proposals that were available in the agenda packet for Board consideration. Proposals start on page six of the packet and the first was from Community Advisors totaling \$2,800. Reserve Advisors proposed a fee of \$8,250 and their proposals can be found on page 12 of the agenda. Reserve Study Institute's proposal begins on page 24 at a cost of \$1,750. Ms. Giles added that the District does have a reserve study in place, but it is outdated which is why they are moving forward with this item. The Board continued with discussion on their options. Chairman Biagetti added that the Districts current reserve study was done by Community Advisors, and he believe the study is easy to read and navigate. Ms. Giles noted that it is good practice to update a reserve study every five years. After discussion and several answered questions there was a motion to move forward with Community Advisors and staff will begin the process to engage with the vendor.

On MOTION by Mr. Ritchie, seconded by Mr. Lewis, with all in favor, the Proposal to Prepare a Capital Reserve Study from Community Advisors, was approved.

FIFTH ORDER OF BUSINESS**Consideration of RFQ Responses for Engineer Services**

Ms. Giles stated three responses were received as a result of the RFQ and summarized them for the Board for discussion and ranking process. The engineer services rankings are based on ability and then price will be negotiated after this process. Mr. Lewis led the Board in the ranking discussion. The Board filled out the evaluation criteria sheet with Ms. Giles and tallied

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their scores. The top ranked firm was Matthews DCCG with 100 points and the Board authorized staff to send notice to award to begin the process to negotiate a contract and if successful, bring back an agreement to the next month's meeting for Board consideration.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Acceptance of Ranking Mathews Design Group as the Top Ranked Engineer Company And Authorizing Staff to Send a Notice, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber talked on the required ethics training that the Board is to complete before the end of the year. The training consists of four hours that cover topics such as the Sunshine Law, Public Records Law, and Chapter 112 Code of Ethics. Ms. Giles added to what Mr. Haber said and advised the Board to screen shoot all their training because not all forms of training offer certificates of approve. Ms. Giles will provide the links in emails for the Board members.

B. District Manager

Ms. Giles noted that the 2024 election cycle will be coming up in June. She wanted to remind the Board that there are three seats up for election, Seat 4, Seat 2, and Seat 5. They will need to submit their paperwork to the Green Cove Springs office in the second week in June.

Budget discussions will begin next month and with the Board meeting every other month she wanted to plant the seed to prepare the Board to start talking about their expectations or if they have anything they would like to see in the next budget cycle to be ready to talk about it.

C. Engineer

There being no comments, the next item followed.

D. Amenity & Operations Manager

1. Landscape Quality Inspection Report

Ms. Cranford reported that work on the center islands has begun. She is working with the landscaper to get a proposal to the Board and hopes to have it to the Board for the next meeting for continued trees and shrubs around the courts and parking of the amenity.

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2. Report

Mr. Soriano presented a proposal that just came in regarding painting the building. The proposal comes from Tito’s Painting for \$16,499 and they will pressure wash all surfaces prior to painting. GMS will perform a soft wash cleaning of the remaining areas.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Proposal from Tito’s Painting for \$16,499, was approved.

Mr. Soriano reviewed a proposal to replace the fabric on the shade structure and setting a not to exceed limit of \$12,000 and authorize staff to work with Chairman Biagetti. All three awnings surrounding the pool are torn and will need to be replaced. The Board would like to have them in place by the spring break holiday if at all possible. Staff will work to get a couple more quotes before moving forward.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Setting a Not to Exceed Amount of \$12,000 and Authorizing Staff to Work with Chairman Biagetti for Shade Structures, was approved.

SEVENTH ORDER OF BUSINESS Public Comments/Supervisor’s Requests

Resident Chamberlin noted that the dirt will wash down at Buggywhip. Staff and maintenance help where they can but it is a county road. The resident also complained about rules not being followed in the gym or basketball court. Access control and security cameras have been installed in hopes to help with any issues.

Mr. Ritchie asked if they could get a quote from T&M on what it would cost to finish the lighting for the courts. Mr. Soriano did notify the Board that he started work on pole costs and will bring that back in the future. He will work on obtaining a cost estimate to bring back to the Board.

EIGHTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the November 21, 2023 Meeting

Ms. Giles presented the minutes from the November 21, 2023 meeting and asked for a motion to approve the minutes.

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On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Minutes of the November 21, 2023 Meeting, were approved.

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

C. Assessment Receipts Schedule

Ms. Giles noted that the District is currently 97% collected.

D. Approval of Check Register

Ms. Giles reviewed the check register summaries for a total of \$98,923.17. She asked for any comments or questions and hearing none asked for a motion of approval.

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

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – 3/19/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for March 19, 2024 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center. In March the Board and staff will start the budget discussion and in May they will look to approve the budget with an adoption in July.

TENTH 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
A38999D0EFC14F4
Secretary / Assistant Secretary

DocuSigned by:
Matt Biagetti
3AE5629A0807AE9
Chairman / Vice Chairman