

PINE RIDGE PLANTATION
Community Development District

March 19, 2024

AGENDA

Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.pineridgeplantationcdd.com

March 7, 2024

Board of Supervisors
Pine Ridge Plantation Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Tuesday, March 19, 2024 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments *(Regarding Agenda Items Listed Below)*
- III. Discussion of Clay Community Connect
- IV. Ratification of Agreement for Engineering Services
- V. Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2025 Budget
- VI. Consideration of Capital Reserve Study
- VII. Consideration of Proposal for Court Lighting
- VIII. Staff Reports
 - A. Attorney
 - B. District Manager – 2024 General Elections
 - C. Engineer
 - D. Amenity & Operations Manager
 - 1. Landscape Quality Inspection Report

2. Report

IX. Public Comments / Supervisor's Requests

X. Approval of Consent Agenda

- A. Approval of the Minutes of the January 16, 2024 Meeting
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending January 31, 2024
- C. Assessment Receipts Schedule
- D. Approval of Check Register

XI. Next Scheduled Meeting – 05/21/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

XII. Adjournment

FOURTH ORDER OF BUSINESS

**AGREEMENT BETWEEN THE PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT AND MATTHEWS DESIGN GROUP, LLC
FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into this 24th day of January, 2024, by and between:

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Clay County, Florida, with a mailing address of 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"); and

MATTHEWS DESIGN GROUP, LLC DBA MATTHEWS | DCCM, a Florida limited liability company, with a mailing address of 7 Waldo Street, St. Augustine, Florida 32084 ("Engineer").

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*, (the "Act"), as amended; and;

WHEREAS, the District is authorized to plan, finance, construct, install, acquire and/or maintain improvements, facilities and services in conjunction with the development of the lands within the District; and

WHEREAS, pursuant to Sections 190.033 287.055, *Florida Statutes*, the District solicited statements of qualification from qualified firms to provide professional engineering services on a continuing basis; and

WHEREAS, Engineer submitted a statement of qualification to serve in this capacity; and

WHEREAS, the District's Board of Supervisors ranked Engineer as the most qualified firm to provide professional engineering services for the District on a continuing basis and authorized the negotiation of a contract pursuant to Section 287.055, *Florida Statutes*; and

WHEREAS, the District intends to employ Engineer to perform engineering, construction administration, environmental management and permitting, financial and economic studies, as defined by a separate work authorization or work authorizations; and

WHEREAS, the Engineer shall serve as the District's professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of these services.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties and the payments by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

ARTICLE 1. RECITALS. The recitals stated above are true and correct and by this reference are incorporated herein and form a material part of this Agreement.

ARTICLE 2. SCOPE OF SERVICES

- A.** The Engineer will provide general engineering services, including:
1. Preparation of any necessary reports and attendance at meetings of the District's Board of Supervisors.
 2. Providing professional engineering services including but not limited to review and execution of documents under the District's Trust Indentures and monitoring of District projects. Performance of any other duties related to the provision of infrastructure and services as requested by the Board, District Manager, or District Counsel.
 3. Any other items requested by the Board of Supervisors.
- B.** Engineer shall, when authorized by the Board, provide general services related to construction of any District projects including, but not limited to:
1. Periodic visits to the site, or full time construction management of District projects, as directed by the District.
 2. Processing of contractor's pay estimates.
 3. Preparation of, and/or assistance with the preparation of, work authorizations, requisitions, change orders and acquisitions for review by the District Manager, District Counsel and the Board.
 4. Final inspection and requested certificates for construction including the final certificate of construction.
 5. Consultation and advice during construction, including performing all roles and actions required of any construction contract between District and any contractor(s) in which Engineer is named as owner's representative or "Engineer."
 6. Any other activity related to construction as authorized by the Board.
- C.** With respect to maintenance of the facilities, Engineer shall render such services as authorized by the Board.

ARTICLE 3. METHOD OF AUTHORIZATION. Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a work authorization which shall include the scope of work, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized ("Work Authorization"). Authorization of services or projects under the contract shall be at the sole option of the District.

ARTICLE 4. COMPENSATION. It is understood and agreed that the payment of compensation for services under this Agreement shall be stipulated in each Work Authorization. One of the following methods will be utilized:

- A.** *Lump Sum Amount* - The District and Engineer shall mutually agree to a lump sum amount for the services to be rendered payable monthly in direct proportion to the work

accomplished. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in Section 287.017, *Florida Statutes*, for CATEGORY FOUR, the District shall require the Engineer to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The price for any lump sum Work Authorization, and any additions thereto, will be adjusted to exclude any significant sums by which the District determines the Work Authorization was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such adjustments must be made within one (1) year following the completion of the work contemplated by the lump sum Work Authorization.

B. *Hourly Personnel Rates* - For services or projects where scope of services is not clearly defined, or recurring services or other projects where the District desires to use the hourly compensation rates outlined in **Schedule A** attached hereto. The District and Engineer may agree to a "not to exceed" amount when utilizing hourly personnel rates for a specific work authorization.

ARTICLE 5. REIMBURSABLE EXPENSES. Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the project for the incidental expenses as listed as follows:

A. Expenses of transportation and living when traveling in connection with a project, for long distance phone calls and telegrams, and fees paid for securing approval of authorities having jurisdiction over the project. All expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District's travel policy.

B. Expense of reproduction, postage and handling of drawings and specifications.

ARTICLE 6. TERM OF CONTRACT. It is understood and agreed that this Agreement is for engineering services. It is further understood and agreed that the term of this Agreement will be from the time of execution of this Agreement until terminated pursuant to Article 22.

ARTICLE 7. SPECIAL CONSULTANTS. When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis.

ARTICLE 8. BOOKS AND RECORDS. Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder, or such further time as required under Florida's public records law. The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

ARTICLE 9. OWNERSHIP OF DOCUMENTS.

A. All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement (the "Work Product")

shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.

B. The Engineer shall deliver all Work Product to the District upon completion thereof unless it is necessary for Engineer in the District's sole discretion, to retain possession for a longer period of time. Upon early termination of Engineer's services hereunder, Engineer shall deliver all such Work Product whether complete or not. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used without the District's prior express written consent. Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the Project. If said Work Product is used by the District for any purpose other than that purpose which is intended by this Agreement, the District shall indemnify Engineer from any and all claims and liabilities which may result from such re-use, in the event Engineer does not consent to such use.

C. The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. Engineer hereby assigns to the District any and all rights Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise the preparation of such copyrightable or patentable materials or designs.

ARTICLE 10. ACCOUNTING RECORDS. Records of Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times.

ARTICLE 11. INDEPENDENT CONTRACTOR. Engineer and District agree that Engineer is and shall remain at all times an independent contractor and shall not in any way claim or be considered an employee of the District. Engineer shall not have authority to hire persons as employees of the District.

ARTICLE 12. REUSE OF DOCUMENTS. All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer. All documents including drawings, plans and specifications furnished by Engineer to the District are subject to reuse in accordance with Section 287.055(10), *Florida Statutes*.

ARTICLE 13. ESTIMATE OF COST. Since Engineer has no control over the cost of labor, materials or equipment or over a contractor's(s') methods of determining prices, or over competitive bidding or market conditions, his opinions of probable cost provided as a service hereunder are to be made on the basis of his experience and qualifications and represent his best

judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by him. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

ARTICLE 14. INSURANCE. Engineer shall, at its own expense, maintain insurance during the performance of its services under this Agreement, with limits of liability not less than the following:

Workers' Compensation	Statutory
General Liability	
Bodily Injury	\$ 1,000,000/\$2,000,000
(including	
Contractual) Property	\$1,000,000/\$2,000,000
Damage (including	
Automobile Liability	Combined Single Limit \$500,000
Bodily Injury / Property Damage	
Professional Liability for	
Errors and Omissions	\$1,000,000

The District, its officers, supervisors, agents, staff, and representatives shall be named as additional insured parties (except on Professional Liability for Errors and Omissions). The Engineer shall furnish the District with the Certificate of Insurance evidencing compliance with the requirements of this Article. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice of cancellation to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the state of Florida.

ARTICLE 15. CONTINGENT FEE. Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 16. AUDIT. Engineer agrees that the District or any of its duly authorized representatives shall, until the expiration of three years after expenditure of funds under this Agreement, have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three

years after completion of all work under the Agreement.

ARTICLE 17. INDEMNIFICATION. Engineer shall indemnify, defend, and hold harmless the District, and the District's officers, employees and staff, wholly from liabilities, damages, losses, and costs of any kind, including, but not limited to, reasonable attorneys' fees, which may come against the District and the District's officers, employees, and staff to the extent caused by negligent, reckless, or intentionally wrongful acts or omissions by the Engineer or persons employed or utilized by Engineer in the course of any work done in connection with any of the matters set out in this Agreement. Engineer agrees and covenants that nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to Section 768.28, *Florida Statutes*, or any other statute or law.

ARTICLE 18. COMPLIANCE WITH PUBLIC RECORDS LAWS. Engineer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Engineer agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Engineer acknowledges that the designated public records custodian for the District is **Marilee Giles** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Engineer shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Engineer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Engineer's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Engineer, the Engineer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT (904) 940-5850, MGILES@GMSNF.COM, AND 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA 32092.

ARTICLE 19. EMPLOYMENT VERIFICATION. Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

ARTICLE 20. CONTROLLING LAW; JURISDICTION AND VENUE. Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida.

Jurisdiction and venue for any proceeding with respect to this Agreement shall be in Clay County, Florida.

ARTICLE 21. ASSIGNMENT. Neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate, pursuant to the terms of this Agreement.

ARTICLE 22. TERMINATION. The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days written notice. At such time as the Engineer receives notification of the intent of the District to terminate the contract, the Engineer shall not perform any further services unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential or other damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

ARTICLE 23. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, transmitted by electronic mail (e-mail) and mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

- | | |
|---------------------------------|---|
| A. If to District: | Pine Ridge Plantation Community
Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
Attn: District Manager |
| With a copy to: | Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301 Attn:
District Counsel |
| B. If to the Contractor: | Matthews DCCM
7 Waldo Street
St. Augustine, Florida 32084
Attn: <u>Alex Acree, PE</u> |

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for Engineer may deliver Notice on behalf of District and Engineer, respectively. Any party or other person to whom Notices are to be sent or copied may notify the

other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

ARTICLE 24. RECOVERY OF COSTS AND FEES. In the event either party is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorneys' fees.

ARTICLE 25. COMPLIANCE WITH PROFESSIONAL STANDARDS. In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees or anyone directly or indirectly employed by Engineer, shall maintain the highest standard of care, skill, diligence and professional competency for such work and/or services. Any designs, drawings, reports or specifications prepared or furnished by the Engineer that contain errors, conflicts or omissions will be promptly corrected by Engineer at no cost to the District.

ARTICLE 26. ACCEPTANCE. Acceptance of this Agreement is indicated by the signature of the authorized representative of the District and the Engineer in the spaces provided below.

[Remainder of this page left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year first written above.

Attest:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

DocuSigned by:

Marilee Giles

A38999D0EDC14F4...
Secretary / Assistant Secretary

DocuSigned by:

Matt Bragette

3AE5629A08074E9...
Chairperson / Vice Chairperson,
Board of Supervisors

Roll

Witness

MATTHEWS DESIGN GROUP, LLC

Rob A. Matthews III

By: Rob A. Matthews III, PE

Its: President/CEO

Exhibit A: Rate Schedule

Exhibit A

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 - \$300.00
Division Lead	\$260.00 - \$285.00
Program Manager	\$240.00 - \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 - \$270.00
Senior Planner	\$210.00 - \$230.00
Senior Landscape Architect	\$220.00 - \$260.00
Senior Construction Inspector	\$195.00 - \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 - \$240.00
Project Engineer	\$160.00 - \$190.00
Planner	\$160.00 - \$190.00
Landscape Architect	\$170.00 - \$190.00
Construction Inspector	\$170.00 - \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 - \$200.00
Senior Landscape Designer	\$180.00 - \$200.00
CAD Designer and Engineering Tech	\$130.00 - \$170.00

SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00 - \$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00 - \$165.00
Four Man Field Crew	\$215.00 - \$245.00
Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

EIGHTH ORDER OF BUSINESS

D.

2.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: March 7, 2024
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager & Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- RMS staff pressured washed the roundabout and sidewalks surrounding the parking lot and the amenity center. Pool deck has also been pressure washed in preparation of spring break
- Titos painting company began the exterior prep and paint of the amenity building on February 27th. Lower portion has been completed. They will be back on site, March 18th, to begin work on the top peaks
- Pole pads were added to the basketball posts to help prevent any injuries
- RMS staff added a drain ditch leading from the splash pad start button to the drain grate to help eliminate water puddling around the post and in hopes of protecting the sod from chlorine damage
- Clay County Master Plumbing fixed a broken fresh water line that ran underneath the sidewalk leading to the basketball courts
- RMS staff clean out the clogged drains near each of the palms on the pool deck that had become filled with dirt and rocks
- Fitness Pro completed repairs to fitness equipment on March 7th that were identified during our January preventative maintenance inspection

Landscaping & Lakes:

- BrightView continues to maintain the grounds throughout.
- Lake Doctor's continues to maintain the lakes.
- RMS continues to inspect and clean all the lakes and outfall structures.

- RMS staff is performing trash clean up of the main roadways on Tuesdays and Thursday and emptying all dog waste receptacles

Amenity Manager:

- Number of rentals for January and February = 11
- Number of rentals tentatively scheduled for March and April = 6
- Community Easter event will be held from 3-6 p.m. on March 30th
- Date for the spring community yard sale TBD
- Water slide will run March 9th, 10th, 16th and 17th for spring break
- Lifeguard certification class will be held at the amenity center April 19-21. We will also be hosting in-service training for the lifeguards in June and July
- Halo-Halong Sangkap Pinoy Eats was at the amenity center on January 17th from 5 to 7:30 p.m.
- Jax Lumpia was at the amenity center on January 26th from 5 to 8 p.m.
- San Marco Chz Fry Co was at the amenity center on February 27th from 5 to 7:30 p.m.
- Frozen Sweets truck was at the amenity center on February 11th from 2 to 5 p.m.
- The Frozen Sweets truck will be at the amenity center on March 30th from 3 to 6 p.m. as part of the community Easter event
- Pine Ridge HOA continues to hold their monthly HOA meetings in the clubhouse the second Tuesday of each month
- Pine Ridge West HOA will be holding their HOA meetings in the clubhouse the second Tuesday of every other month

TENTH ORDER OF BUSINESS

A.

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.

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

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.

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.

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.

Secretary / Assistant Secretary

Chairman / Vice Chairman

B.

Pine Ridge Plantation
Community Development District

Unaudited Financial Reporting
January 31, 2024



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Pine Ridge Plantation

Community Development District

Combined Balance Sheet

January 31, 2024

	General Fund	Capital Reserve Fund	Debt Service Fund	Capital Project Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account - Hancock	\$ 768,288	\$ 132,482	\$ -	\$ -	\$ 900,770
Assessments Receivable	-	-	-	-	-
Due from Other	-	-	-	-	-
Due from General Fund	-	-	-	-	-
Investments:					
State Board of Administration (SBA)	86,550	571,499	-	-	658,049
Custody US Bank Account	9,663	-	-	-	9,663
Series 2020					
Reserve A1	-	-	173,593	-	173,593
Reserve A2	-	-	114,609	-	114,609
Revenue	-	-	957,592	-	957,592
Construction	-	-	-	117	117
Prepaid Expenses	-	-	-	-	-
Deposits	-	-	-	-	-
Total Assets	\$ 864,501	\$ 703,981	\$ 1,245,794	\$ 117	\$ 2,814,392
Liabilities:					
Accounts Payable	\$ 9,299	18,833	\$ -	\$ -	\$ 28,132
Accrued Expenses	-	-	-	-	-
Due to Debt Service	-	-	-	-	-
Due to Others	2,212	-	-	-	2,212
Total Liabilities	\$ 11,511	\$ 18,833	\$ -	\$ -	\$ 30,344
Fund Balance:					
Restricted for:					
Debt Service	\$ -	\$ -	\$ 1,245,794	\$ -	\$ 1,245,794
Capital Project	-	-	-	117	117
Assigned for:					
Capital Reserve Fund	-	685,148	-	-	685,148
Capital Reserves	-	-	-	-	-
Unassigned	852,990	-	-	-	852,990
Total Fund Balances	\$ 852,990	\$ 685,148	\$ 1,245,794	\$ 117	\$ 2,784,049
Total Liabilities & Fund Balance	\$ 864,501	\$ 703,981	\$ 1,245,794	\$ 117	\$ 2,814,392

Pine Ridge Plantation

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2024

	Amended	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 750,976	\$ 737,561	\$ 737,561	\$ -
Misc./Facility Rental Income	3,000	1,000	1,450	450
Interest Income	12,500	4,167	4,791	625
Total Revenues	\$ 766,476	\$ 742,728	\$ 743,803	\$ 1,075

Expenditures:

General & Administrative:

Supervisor Fees	\$ 8,000	\$ 1,800	\$ 1,800	\$ -
PR-FICA	612	138	138	-
Engineering	3,000	1,000	-	1,000
Attorney	20,000	6,667	1,055	5,612
Annual Audit	3,175	-	-	-
Assessment Administration	5,576	5,576	5,576	-
Arbitrage Rebate	600	-	-	-
Dissemination Agent	5,250	1,750	1,750	-
Trustee Fees	4,100	4,100	4,041	59
Management Fees	51,760	17,253	17,253	-
Information Technology	1,600	533	533	-
Website Maintenance	1,200	400	400	-
Telephone	500	167	50	116
Postage & Delivery	1,000	333	73	260
General Liability and Public Officials Insurance	9,223	9,223	9,223	-
Printing & Binding	1,500	500	100	400
Legal Advertising	2,500	833	-	833
Other Current Charges	600	200	30	170
Office Supplies	300	100	2	98
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 120,670	\$ 50,748	\$ 42,199	\$ 8,550

Operations & Maintenance

Grounds Maintenance

Landscape Maintenance	\$ 154,236	\$ 51,412	\$ 51,412	\$ -
Lake Maintenance	14,830	4,943	3,400	1,543
Electric	2,500	833	717	116
Water	26,000	8,667	7,143	1,524
Repairs And Maintenance	22,000	7,333	4,232	3,102
Irrigation Repairs	4,000	1,333	-	1,333
Contingencies	4,451	1,484	-	1,484
Subtotal Grounds Maintenance	\$ 228,017	\$ 76,006	\$ 66,904	\$ 9,102

Pine Ridge Plantation

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2024

	Amended	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
Amenity Center				
Property Insurance	\$ 24,538	\$ 24,538	\$ 24,538	\$ -
General Facility Maintenance	18,700	6,233	6,922	(689)
Repairs & Replacements	27,500	9,167	3,056	6,111
Recreational Passes	500	167	768	(601)
Postage	-	-	-	-
Printing & Email Marketing	-	-	-	-
Office Supplies	500	167	236	(70)
Other Current Charges	-	-	-	-
Permit Fees	780	260	-	260
Contingency	1,000	333	-	333
Special Events	15,000	5,000	4,923	77
Refuse Service	10,787	3,596	3,479	116
Security	18,646	6,215	8,173	(1,957)
Utilities				
Water & Sewer	5,400	1,800	1,019	781
Electric	25,000	8,333	4,746	3,587
Cable/Phone/Internet	5,111	1,704	1,902	(198)
Management Contracts				
Amenity Management	67,426	22,475	22,475	0
Facility Assistant	19,489	6,496	-	6,496
Field Management Services	25,630	8,543	8,543	0
Lifeguards	19,080	6,360	-	6,360
Pool Maintenance	14,310	4,770	4,770	-
Pool Chemicals	21,683	7,228	6,668	559
Janitorial	9,304	3,101	3,101	0
Janitorial Supplies	5,000	1,667	485	1,181
Subtotal Amenity Center	\$ 335,384	\$ 128,153	\$ 105,805	\$ 22,348
Total Operations & Maintenance	\$ 563,401	\$ 204,159	\$ 172,709	\$ 31,450
Total Expenditures	\$ 684,071	\$ 254,907	\$ 214,908	\$ 40,000
Excess (Deficiency) of Revenues over Expenditures	\$ 82,405	\$ 487,821	\$ 528,895	\$ 41,074
<u>Other Financing Sources/(Uses):</u>				
Capital Reserve Transfer In/(Out)	\$ (682,202)	\$ (600,000)	(600,000)	\$ -
Total Other Financing Sources/(Uses)	\$ (682,202)	\$ (600,000)	\$ (600,000)	\$ -
Net Change in Fund Balance	\$ (599,797)	\$ (112,179)	\$ (71,105)	\$ 41,074
Fund Balance - Beginning	\$ 599,797		\$ 924,095	
Fund Balance - Ending	\$ -		\$ 852,990	

Pine Ridge Plantation

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2024

	Amended	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
Revenues				
Capital Reserve Transfer In	\$ 82,202	\$ -	\$ -	\$ -
Interest	3,200	1,067	6,560	5,494
Total Revenues	\$ 85,402	\$ 1,067	\$ 6,560	\$ 5,494
Expenditures:				
Repairs and Maintenance	54,148	18,049	\$ 18,833	(784)
Other Service Charges	100	33	-	33
Total Expenditures	\$ 54,248	\$ 18,083	\$ 18,833	\$ (750)
Excess (Deficiency) of Revenues over Expenditures	\$ 31,154		\$ (12,273)	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ 600,000	\$ 600,000	\$ 600,000	\$ -
Total Other Financing Sources (Uses)	\$ 600,000	\$ 600,000	\$ 600,000	\$ -
Net Change in Fund Balance	\$ 631,154		\$ 587,727	
Fund Balance - Beginning	\$ 97,420		\$ 97,420	
Fund Balance - Ending	\$ 728,574		\$ 685,148	

Pine Ridge Plantation

Community Development District

Debt Service Fund Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 926,572	\$ 910,049	\$ 910,049	\$ -
Interest Income	14,023	4,674	8,974	4,300
Total Revenues	\$ 940,595	\$ 914,723	\$ 919,023	\$ 4,300
Expenditures:				
Series 2020 A1				
Interest Expense - 11/1	\$ 99,524	\$ 99,524	\$ 99,524	\$ -
Interest Expense - 5/1	99,524	-	-	-
Principal Expense - 5/1	500,000	-	-	-
Series 2020 A2				
Interest Expense - 11/1	43,181	43,181	43,181	-
Interest Expense - 5/1	43,181	-	-	-
Principal Expense - 5/1	140,000	-	-	-
Total Expenditures	\$ 925,411	\$ 142,706	\$ 142,706	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 15,184	\$ 772,017	\$ 776,317	\$ 4,300
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 15,184	\$ 772,017	\$ 776,317	\$ 4,300
Fund Balance - Beginning	\$ 181,040		\$ 469,477	
Fund Balance - Ending	\$ 196,224		\$ 1,245,794	

Pine Ridge Plantation

Community Development District

Capital Projects Fund Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2024

	Adopted Budget	Prorated Budget Thru 01/31/24	Actual Thru 01/31/24	Variance
Revenues				
Interest Income	\$ -	\$ -	\$ 2	\$ 2
Total Revenues	\$ -	\$ -	\$ 2	\$ 2
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ 2	\$ 2
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -		\$ 2	
Fund Balance - Beginning	\$ -		\$ 115	
Fund Balance - Ending	\$ -		\$ 117	

Pine Ridge Plantation
Community Development District
Month to Month

	Amended Budget	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Revenues:</u>														
Special Assessments - Tax Roll	\$ 750,976	\$ -	\$ 68,775	\$ 662,886	\$ 5,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	737,561
Misc./Facility Rental Income	3,000	-	700	-	750	-	-	-	-	-	-	-	-	1,450
Interest Income	12,500	911	804	763	2,313	-	-	-	-	-	-	-	-	4,791
Total Revenues	\$ 766,476	\$ 911	\$ 70,279	\$ 663,650	\$ 8,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 743,803
<u>Expenditures:</u>														
<u>General & Administrative:</u>														
Supervisor Fees	\$ 8,000	\$ -	\$ -	\$ 800	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,800
PR-FICA	612	-	-	61	77	-	-	-	-	-	-	-	-	138
Engineering	3,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Attorney	20,000	115	764	177	-	-	-	-	-	-	-	-	-	1,055
Annual Audit	3,175	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,576	5,576	-	-	-	-	-	-	-	-	-	-	-	5,576
Arbitrage Rebate	600	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	4,100	438	438	438	438	-	-	-	-	-	-	-	-	1,750
Trustee Fees	5,250	4,041	-	-	-	-	-	-	-	-	-	-	-	4,041
Management Fees	51,760	4,313	4,313	4,313	4,313	-	-	-	-	-	-	-	-	17,253
Information Technology	1,600	133	133	133	133	-	-	-	-	-	-	-	-	533
Website Maintenance	500	100	100	100	100	-	-	-	-	-	-	-	-	400
Telephone	1,000	-	18	-	32	-	-	-	-	-	-	-	-	50
Postage & Delivery	1,500	45	5	8	15	-	-	-	-	-	-	-	-	73
Insurance General Liability/Public Officials	9,223	9,223	-	-	-	-	-	-	-	-	-	-	-	9,223
Printing & Binding	2,500	47	6	12	34	-	-	-	-	-	-	-	-	100
Legal Advertising	600	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Current Charges	1,200	-	-	15	15	-	-	-	-	-	-	-	-	30
Office Supplies	300	1	0	0	0	-	-	-	-	-	-	-	-	2
Dues, Licenses & Subscriptions	175	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 120,670	\$ 24,206	\$ 5,777	\$ 6,057	\$ 6,158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,199

Pine Ridge Plantation
Community Development District
Month to Month

	Amended Budget	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<u>Operations & Maintenance</u>														
Grounds Maintenance														
Landscape Maintenance	\$ 154,236	\$ 12,853	\$ 12,853	\$ 12,853	\$ 12,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	51,412
Lake Maintenance	14,830	850	850	850	850	-	-	-	-	-	-	-	-	3,400
Electric	2,500	178	179	179	181	-	-	-	-	-	-	-	-	717
Water	26,000	1,612	1,743	1,256	2,532	-	-	-	-	-	-	-	-	7,143
Repairs And Maintenance	22,000	1,200	-	1,532	1,500	-	-	-	-	-	-	-	-	4,232
Irrigation Repairs	4,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingencies	4,451	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Grounds Maintenance	\$ 228,017	\$ 16,693	\$ 15,625	\$ 16,670	\$ 17,916	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	66,904
Amenity Center														
Insurance	\$ 24,538	\$ 24,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24,538
General Facility Maintenance	18,700	2,822	-	2,220	1,880	-	-	-	-	-	-	-	-	6,922
Repairs & Replacements	27,500	488	-	2,568	-	-	-	-	-	-	-	-	-	3,056
Recreational Passes	500	768	-	-	-	-	-	-	-	-	-	-	-	768
Postage	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Printing & Email Marketing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	500	-	191	-	45	-	-	-	-	-	-	-	-	236
Other Current Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Permit Fees	780	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	15,000	-	3,414	1,509	-	-	-	-	-	-	-	-	-	4,923
Refuse Service	10,787	870	870	870	870	-	-	-	-	-	-	-	-	3,479
Security	18,646	757	852	3,107	3,455	-	-	-	-	-	-	-	-	8,173
Utilities														
Water & Sewer	5,400	344	338	338	-	-	-	-	-	-	-	-	-	1,019
Electric	25,000	1,136	1,125	1,059	1,426	-	-	-	-	-	-	-	-	4,746
Cable/Phone/Internet	5,111	471	471	471	489	-	-	-	-	-	-	-	-	1,902
Management Contracts														
Amenity Management	67,426	5,619	5,619	5,619	5,619	-	-	-	-	-	-	-	-	22,475
Facility Assistant	19,489	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Management Services	25,630	2,136	2,136	2,136	2,136	-	-	-	-	-	-	-	-	8,543
Lifeguards	19,080	-	-	-	-	-	-	-	-	-	-	-	-	-
Pool Maintenance	14,310	1,193	1,193	1,193	1,193	-	-	-	-	-	-	-	-	4,770
Pool Chemicals	21,683	1,506	1,762	1,606	1,795	-	-	-	-	-	-	-	-	6,668
Janitorial	9,304	775	775	775	775	-	-	-	-	-	-	-	-	3,101
Janitorial Supplies	5,000	243	-	243	-	-	-	-	-	-	-	-	-	485
Subtotal Amenity Center	\$ 335,384	\$ 43,664	\$ 18,745	\$ 23,712	\$ 19,684	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	105,805
Total Operations & Maintenance	\$ 563,401	\$ 60,357	\$ 34,369	\$ 40,382	\$ 37,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	172,709
Total Expenditures	\$ 684,071	\$ 84,564	\$ 40,147	\$ 46,439	\$ 43,758	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	214,908
Excess (Deficiency) of Revenues over Expenditures	\$ 82,405	\$ (83,652)	\$ 30,132	\$ 617,211	\$ (34,796)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	528,895
Other Financing Sources/Uses:														
Transfer In/(Out)	(682,202)	(600,000)	-	-	-	-	-	-	-	-	-	-	-	(600,000)
Total Other Financing Sources/Uses	\$ (682,202)	\$ (600,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(600,000)
Net Change in Fund Balance	\$ (599,797)	\$ (683,652)	\$ 30,132	\$ 617,211	\$ (34,796)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(71,105)

Pine Ridge Plantation
Community Development District
Long Term Debt Report

Series 2020A1 Capital Improvement Revenue Refunding Bond		
Interest Rate:	2.00% - 3.00%	
Maturity Date:	5/1/2037	
Reserve Fund Definition	25% of Max Annual Debt Service *	
Reserve Fund Requirement	\$173,100	
Reserve Fund Balance	173,593	
Bonds outstanding - 9/30/20		\$9,545,000
Less: May 1, 2021 (Mandatory)		(\$455,000)
Less: May 1, 2022 (Mandatory)		(\$470,000)
Less: May 1, 2022 (Prepayment)		(\$10,000)
Less: May 1, 2023 (Mandatory)		(\$480,000)
Less: May 1, 2023 (Prepayment)		(\$10,000)
Current Bonds Outstanding		\$8,120,000

*Assured Guaranty Municipal Corp Surety Bond \$173,592.51

Series 2020A2 Capital Improvement Revenue Refunding Bond		
Interest Rate:	2.75% - 3.75%	
Maturity Date:	5/1/2037	
Reserve Fund Definition	50% of Max Annual Debt Service	
Reserve Fund Requirement	\$113,875	
Reserve Fund Balance	114,609	
Bonds outstanding - 9/30/20		\$2,890,000
Less: May 1, 2021 (Mandatory)		(\$130,000)
Less: May 1, 2022 (Mandatory)		(\$135,000)
Less: May 1, 2022 (Prepayment)		(\$5,000)
Less: May 1, 2023 (Mandatory)		(\$140,000)
Less: May 1, 2023 (Prepayment)		(\$5,000)
Current Bonds Outstanding		\$2,475,000
Total Bonds Outstanding		\$10,595,000

C.

Pine Ridge Plantation
Community Development District
FISCAL YEAR 2024 SUMMARY OF ASSESSMENTS

ASSESSED	#UNITS ASSESSED	SERIES 2020A DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	737	926,571.52	750,952.74	1,677,524.26
TOTAL ASSESSED NET	737	926,571.52	750,952.74	1,677,524.26

RECEIVED	BALANCE DUE	SERIES 2020A DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	29,914.21	910,048.57	737,561.48	1,647,610.05
TOTAL RECEIPTS	29,914.21	910,048.57	737,561.48	1,647,610.05

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2006 DEBT RECEIVED	O&M RECEIPTS	TOTAL
1	11/6/2023	1,836.32	1,488.27	3,324.59
2	11/14/2023	9,725.70	7,882.33	17,608.03
3	11/28/2023	73,297.12	59,404.66	132,701.78
4	12/12/2023	808,879.19	655,567.35	1,464,446.54
5	12/22/2023	9,030.61	7,318.99	16,349.60
6	1/10/2024	7,279.63	5,899.88	13,179.51
		-	-	-
		-	-	-
		-	-	-
		-	-	-
TOTAL FY24 TAX ROLL RECEIPTS		910,048.57	737,561.48	1,647,610.05

%TAX ROLL COLLECTED	98.22%	98.22%	98.22%
TOTAL COLLECTED	98.22%	98.22%	98.22%

D.

Pine Ridge Plantation
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024
Check Register

Date		check #'s	Amount	
General Fund				
01/19/24		3303-3317	\$	36,268.76
			\$	36,268.76
Utilities and Autopayments				
01/02/24	Clay Electric		\$	1,238.00
01/11/24	Waste Management			869.85
01/17/24	SafeTouch			85.40
01/25/24	IRS FICA Payment			153.00
01/25/24	Comcast			489.16
01/29/24	CCUA			2,532.44
01/31/24	Clay Electric			1,607.00
			\$	6,974.85
TOTAL				\$43,243.61

*Fedex invoices will be available upon request.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/19/24	00183	1/01/24 8728945	202401 320-53800-46200	JAN LANDSCAPE MAINTENANCE	*	12,853.00	
				BRIGHTVIEW LANDSCAPE SERVICES, INC			12,853.00 003303
1/19/24	00107	12/11/23 96	202312 330-57200-34500	DEC EMPLOYMENT FEE	*	60.00	
		12/11/23 96	202312 330-57200-34500	DEC EMPLOYMENT SCHEDULING	*	35.00	
				CLAY COUNTY SHERIFF'S OFFICE			95.00 003304
1/19/24	00003	1/01/24 250	202401 310-51300-31300	JAN DISSEM AGENT SRVCS	*	437.50	
		1/01/24 250	202401 310-51300-49100	JAN WEBSITE ADMIN	*	100.00	
		1/01/24 250	202401 310-51300-35100	JAN INFO TECH	*	133.33	
		1/01/24 250	202401 310-51300-34000	JAN MANAGEMENT FEES	*	4,313.33	
		1/01/24 250	202401 310-51300-51000	OFFICE SUPPLIES	*	.42	
		1/01/24 250	202401 310-51300-42000	POSTAGE	*	15.47	
		1/01/24 250	202401 310-51300-42500	COPIES	*	34.05	
		1/01/24 250	202401 310-51300-41000	TELEPHONE	*	32.01	
				GOVERNMENTAL MANAGEMENT SERVICES			5,066.11 003305
1/19/24	00185	1/08/24 3338664	202311 310-51300-31500	NOV GENERAL COUNSEL	*	763.50	
				KUTAK ROCK LLP			763.50 003306
1/19/24	00106	1/02/24 01022024	202311 330-57200-34500	SECURITY 11/4 & 11/18	*	336.00	
				MATTHEW EDMONSON			336.00 003307
1/19/24	00106	1/02/24 01022024	202312 330-57200-34500	SECURITY 12/1,12/15,12/29	*	504.00	
				MATTHEW EDMONSON			504.00 003308
1/19/24	00176	12/27/23 12272023	202312 330-57200-34500	SECURITY 12/9 & 12/23	*	336.00	
				MICHAEL C LAYNE			336.00 003309
1/19/24	00054	1/01/24 13129561	202401 330-57200-46500	JAN POOL CHEMICALS	*	1,592.54	
				POOLSURE			1,592.54 003310
				PRP --PINERIDGE-- BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/19/24	00131	12/01/23	IV000864 202312 330-57200-34500 ANNUAL MONITORING	PYE-BARKER FIRE & SAFETY, INC.	*	900.00	900.00 003311
1/19/24	00131	12/28/23	IV000970 202312 330-57200-34500 ANNUAL INSPECTION	PYE-BARKER FIRE & SAFETY, INC.	*	1,002.00	1,002.00 003312
1/19/24	00073	1/01/24	493 202401 330-57200-46200 JAN JANITORIAL SRVCS		*	775.33	
		1/01/24	493 202401 330-57200-46400 JAN POOL MAINT SRVCS		*	1,192.50	
		1/01/24	493 202401 330-57200-34000 JAN CONTRACT ADMIN		*	2,135.83	
		1/01/24	493 202401 330-57200-34100 JAN FACILITY MANAGEMENT		*	5,618.83	
				RIVERSIDE MANAGEMENT SERVICES INC			9,722.49 003313
1/19/24	00073	1/09/24	494 202401 330-57200-46500 POOL CHEMICALS-TRICHLOR		*	87.45	
		1/09/24	494 202401 330-57200-46500 POOL CHEMICALS-BICARB		*	107.25	
		1/09/24	494 202401 330-57200-46500 POOL CHEMICALS-PHOSPHATE		*	8.14	
				RIVERSIDE MANAGEMENT SERVICES INC			202.84 003314
1/19/24	00073	1/12/24	495 202312 330-57200-46000 DEC GEN FAC MAINT		*	459.81	
		1/12/24	495 202312 330-57200-46201 DEC JANITORIAL SUPPLIES		*	85.47	
				RIVERSIDE MANAGEMENT SERVICES INC			545.28 003315
1/19/24	00076	1/01/24	149746B 202401 320-53800-46400 JAN LAKE MAINTENANCE		*	850.00	
				THE LAKE DOCTORS INC			850.00 003316
1/19/24	00192	1/12/24	10043 202401 320-53800-46000 RMV 3 SM/2 LG TURKEY OAKS		*	1,500.00	
				OUTSET CAPITAL PARTNERS DBA TREECO			1,500.00 003317
TOTAL FOR BANK A						36,268.76	
TOTAL FOR REGISTER						36,268.76	

INVOICE

BrightView
Landscape Services

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 8728945
Invoice Date: 1/1/2024
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For January <i>Landscape maintenance 1-320.53800.46200 12/28/23</i> RECEIVED DEC 28 2023 BY: _____	12,853.00
Total invoice amount		12,853.00
Tax amount		
Balance due		12,853.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 24488830
Invoice #: 8728945
Invoice Date: 1/1/2024

Amount Due: \$12,853.00

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655



Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

General Invoice

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
PINE RIDGE PLANTATION CDD	12/11/2023	96	\$0.00	12/26/2023	\$95.00		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN	12.00	\$5.000000	EACH	\$60.00	\$0.00	\$0.00	\$60.00
OFF DUTY SCHEDULING FEE	1.00	\$35.000000	EACH	\$35.00	\$0.00	\$0.00	\$35.00
Invoice Total:							\$95.00

RECEIVED
DEC 28 2023
BY: _____

RECEIVED
DEC 28 2023
BY: _____

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

General Invoice

Remit Portion

Invoice Date	12/11/2023
Invoice Number	96
Customer Number	79
Amount Paid	
Due Date	12/26/2023
Invoice Total Due	\$95.00

PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32258

Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

CLIENT NAME

PINE RIDGE

INVOICE NUMBER

CLIENT NUMBER

INVOICE DATE

12/11/2023

CLIENT ADDRESS

EVENT	DATE	DESCRIPTION	PERSONNEL	HOURS or QUANTITY	RATE	TOTAL
1	11/03/23 0000 - 11/03/23 0000	PINE RIDGE	Matthew Edmonson 11/03/23 1815 - 11/03/23 2215	4	\$0.00	\$0.00
EVENT TOTAL:				(hrs) 4.00		\$0.00
2	11/10/23 0000 - 11/10/23 0000	PINE RIDGE	Michael Layne 11/10/23 2030 - 11/11/23 0030	4	\$0.00	\$0.00
EVENT TOTAL:				(hrs) 4.00		\$0.00
3	11/24/23 0000 - 11/24/23 0000	PINE RIDGE	Michael Layne 11/25/23 2045 - 11/26/23 0045	4	\$0.00	\$0.00
EVENT TOTAL:				(hrs) 4.00		\$0.00
INVOICE TOTAL:				(hrs) 12.00		\$0.00

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 250
Invoice Date: 1/1/24
Due Date: 1/1/24
Case:
P.O. Number:

Bill To:

Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Dissemination Agent Services - January 2024		437.50	437.50
Website Administration - January 2024		100.00	100.00
Information Technology - January 2024		133.33	133.33
Management Fees - January 2024		4,313.33	4,313.33
Office Supplies		0.42	0.42
Postage		15.47	15.47
Copies		34.05	34.05
Telephone		32.01	32.01
<div><div>RECEIVED</div><div>JAN 03 2024</div><div>BY: _____</div></div>			

Total \$5,066.11

Payments/Credits \$0.00

Balance Due \$5,066.11

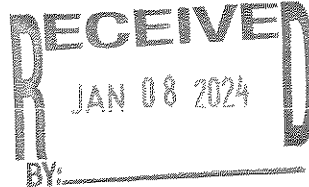
KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

January 8, 2024

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3338664

Client Matter No. 16423-1

Notification Email: eftgroup@kutakrock.com

Jim Oliver
Pine Ridge CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3338664
16423-1

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

11/14/23	W. Haber	0.30	78.00	Review minutes from September meeting and confer with Giles regarding same
11/21/23	W. Haber	1.40	364.00	Prepare for and participate in Board meeting
11/22/23	W. Haber	0.40	104.00	Begin preparation of license agreement for HOA signage
11/27/23	W. Haber	0.50	130.00	Review and revise license agreement for HOA sign; confer with Giles regarding same
11/27/23	K. Jusevitch	0.70	87.50	Review meeting notes and requisition; prepare license agreement and confer with Haber

TOTAL HOURS 3.30

TOTAL FOR SERVICES RENDERED \$763.50

TOTAL CURRENT AMOUNT DUE \$763.50

Make all checks payable to Matthew Edmonson

CCSO OFF-DUTY INVOICE

INVOICE DATE
DATE:01/02/2024

Security/Monitoring
1.330.57200.34500

$$\frac{1}{2} \mid 24$$

RECEIVED
JAN 02 2024
BY: _____

TO:
PINE RIDGE PLANTATION
4200 PINE RIDGE PARKWAY
MIDDLEBURG, FL 32068

FOR: prmgr@riversidemgtsvc.com

[illegible]

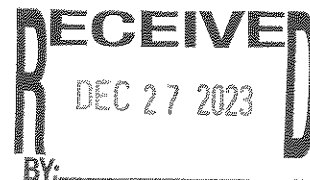
Make all checks payable to Matthew Edmonson

Michael Layne

CCSO OFF-DUTY INVOICE

INVOICE DATE
DECEMBER 2023

Security/Monitoring
1-330-57206-34500
12/27/23



TO:
PINE RIDGE PLANTATION
4200 PINE RIDGE PARKWAY
MIDDLEBURG, FL 32068

FOR:
prmgr@riversidemgtsvc.com

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
12/09/23	Checked amenity center, neighborhood patrol, motorist assist, checked the amenity center, neighborhood patrol, citizen contact, amenity center checked.	2130/0130	4.0	42.00	168.00
12/23/23	Checked amenity center and found open door to the kitchen. I checked the building, locked the door, and reset the alarm. Traffic stop for speed. Neighborhood patrol.	2030/0030	4.0	42.00	168.00
DEPUTY SIGNATURE: <i>Michael C. Layne</i> Total			8.0		336.00

Make all checks payable to Michael Layne

Thank you for your business!



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 1/1/2024

Invoice # 131295619163

Terms	Net 20
Due Date	1/21/2024
PO #	

Bill To	Ship To
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068

Item ID	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	1,533.49
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p>Pool Chemicals 1.336.57200.46500 12/20/23</p>				

Save in 2024 by prepaying your annual amount. Customers who prepay for 2024 by 12/31/2023 will receive a 5% discount on their annual rate. Contact ar@poolsure.com and request your 2024 annual invoice.

Subtotal	1,592.54
Shipping Cost (FEDEX GROUND)	0.00
Total	1,592.54
Amount Due	\$1,592.54

Remittance Slip

Customer
13GMS100
Invoice #
131295619163

Amount Due \$1,592.54

Amount Paid _____

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295619163



Pye-Barker Fire & Safety, LLC
11605 Haynes Bridge Rd, Ste 350
Alpharetta, GA 30009
www.pyebarkerfire.com

Account Number	Invoice Number
C125253	IV00086464
Invoice Date	Total USD
12/01/2023	967.50

Ship To Address:
C125253
PINERIDGE
4200 PINE RIDGE PKWY
MIDDLEBURG, FL 32068

Remit To Address:

Bill To Address:


1167 1 MB 0.561 E0211X I0255 D12159218328 S2 P10034036 0001:0001



PINERIDGE
4200 PINE RIDGE PKWY
MIDDLEBURG FL 32068-9216



Pye Barker Fire & Safety, LLC
P O Box 735358
Dallas, Texas 75373-5358

Order Number		Terms		Due Date	
		Net30		12/31/2023	
Technician	Branch Code	Branch Location		Branch Phone	
	1046	1046-JAX		904-634-7100	
Item No.	Description	Quantity	Unit	Unit Price	Line Amount
CB	Annual billing for fire alarm monitoring from 12/01/23 to 11/30/24 Security/Monitoring 1.330.57206.34500 1/16/24	1	EA	900.00	900.00
<div>RECEIVED JAN 16 2024 BY: _____</div>					
<div> SAVE TIME AND MONEY WITH OUR CUSTOMER PORTAL Our goal is to make it easy for you to manage the invoices you receive from us. For the ultimate in convenience, try our Customer Portal. You can view, print, download and pay our Invoices online. Save time and money by going paperless. Go Green! Visit www.pyebarkerfire.com to enroll or email us at ENROLLME@PYEBARKERFIRE.COM</div>					

Remit To Address:

Pye Barker Fire & Safety, LLC
P O Box 735358
Dallas, Texas 75373-5358

Pye Barker Corporate Office 678.281.6143

Subtotal	900.00
Tax	67.50
Total USD	967.50

To View and Pay Online Go To:
<https://customer.pyebarkerfire.com>

License: Jacksonville: FED22-000076 / FED20-000005 / EF00001197 - Tampa: FPI18-000123 12259 W. Hillsborough Ave. Unit 101 Tampa FL 33635



Pye-Barker Fire & Safety, LLC
11605 Haynes Bridge Rd, Ste 350
Alpharetta, GA 30009
www.pyebarkerfire.com

Account Number	Invoice Number
C125253	IV00097069
Invoice Date	Total USD
12/28/2023	1,039.81

Ship To Address:
C125253
PINERIDGE
4200 PINE RIDGE PKWY
MIDDLEBURG, FL 32068

Remit To Address:

Bill To Address:


4227 1 MB 0.561 E0260X I0286 D12256041562 S2 P10068164 0001:0001



PINERIDGE
4200 PINE RIDGE PKWY
MIDDLEBURG FL 32068-9216



Pye Barker Fire & Safety, LLC
P O Box 735358
Dallas, Texas 75373-5358

Order Number		Terms		Due Date	
		Net30		01/27/2024	
Technician	Branch Code	Branch Location		Branch Phone	
jason.schull	1046	1046-JAX		904-634-7100	
Item No.	Description	Quantity	Unit	Unit Price	Line Amount
DPC	Dispatch And Compliance	1	EA	105.00	105.00
INSPQLQCA	Annual Exit Light Quick Check Insp	39	EA	7.00	273.00
INSPFAA	Annual Fire Alarm Insp	1	EA	375.00	375.00
IA	Annual Fire Ext Insp	3	EA	8.00	24.00
INSPDRYA	Annual Sprinkler Dry Insp	1	EA	225.00	225.00
<p>General Facility Maintenance 1.336.57200.46003 1/16/24</p>					
<p>RECEIVED JAN 16 2024 BY: _____</p>					
<p> SAVE TIME AND MONEY WITH OUR CUSTOMER PORTAL Our goal is to make it easy for you to manage the invoices you receive from us. For the ultimate in convenience, try our Customer Portal. You can view, print, download and pay our invoices online. Save time and money by going paperless. Go Green! Visit www.pyebarkerfire.com to enroll or email us at ENROLLME@PYEBARKERFIRE.COM</p>					
				Subtotal	1,002.00
				Tax	37.81
				Total USD	1,039.81

Remit To Address:

Pye Barker Fire & Safety, LLC
P O Box 735358
Dallas, Texas 75373-5358

Pye Barker Corporate Office 678.281.6143

To View and Pay Online Go To:
<https://customer.pyebarkerfire.com>

License: Jacksonville: FED22-000076 / FED20-000005 / EF00001197 - Tampa: FPI18-000123 12259 W. Hillsborough Ave. Unit 101 Tampa FL 33635

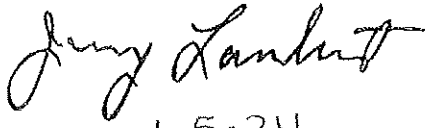
Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 493
Invoice Date: 1/1/2024
Due Date: 1/1/2024
Case:
P.O. Number:

Bill To:

Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.330.57200.46200- Janitorial Services - January 2024		775.33	775.33
1.330.57200.46400- Pool Maintenance Services - January 2024		1,192.50	1,192.50
1.330.57200.34000- Contract Administration - January 2024		2,135.83	2,135.83
1.330.57200.34100- Facility Management - Pine Ridge Plantation - January 2024		5,618.83	5,618.83
<div><div>RECEIVED</div><div>JAN 05 2024</div><div>BY: _____</div><div> 1-5-24</div></div>			

Total \$9,722.49

Payments/Credits \$0.00

Balance Due \$9,722.49


Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 494
Invoice Date: 1/9/2024
Due Date: 1/9/2024
Case:
P.O. Number: C BUSS 1346

Bill To:

Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Pool Chemicals - Trichlor		87.45	87.45
Pool Chemicals - Bicarb		107.25	107.25
Pool Chemicals - Phosphate Remover		8.14	8.14
<div><div>RECEIVED</div><div>JAN 09 2024</div><div>BY: _____</div></div> <div>Pool Chemicals 1.336.57200.46500  1/9/24</div>			

Total \$202.84

Payments/Credits \$0.00


Balance Due \$202.84

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 495
Invoice Date: 1/12/2024
Due Date: 1/12/2024
Case:
P.O. Number:

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance December 1 - December 31, 2023		436.40	436.40
Maintenance Supplies		108.88	108.88
* General Facility Maintenance - \$459.81 1.330.57200.46000			
* Janitorial Supplies - \$85.47 1.330.57200.46201			
 1/16/24			
<div>RECEIVED JAN 17 2024 BY: _____</div>			

Jimmy Lambert
1-17-24

Total	\$545.28
Payments/Credits	\$0.00
Balance Due	\$545.28

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF DECEMBER 2023


<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
12/5/23	1	R.A.	Hung up Christmas wreaths in the front entrances, hung Christmas wreaths on the Tynes Boulevard Pine Ridge entrance emblem columns near the school
12/6/23	2.03	R.A.	Painted and installed pool side door latch, picked up supplies
12/7/23	2.5	R.A.	Removed glass embedded dirt from fields next to charter school, bagged and trash debris, installed combo lock for latch at side entrance to pool, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
12/15/23	1.95	R.A.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
12/19/23	1.35	R.A.	Removed debris around ponds, checked court and locked court door
12/22/23	2.08	R.A.	Troubleshoot dumpster gate, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles,
TOTAL	<u>10.91</u>		
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 1/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	12/6/23	Semi Gloss Black (2)	7.45	R.A.
	12/6/23	3M Grip Tape Gray	15.96	R.A.
	12/14/23	Libman Mop Head	10.89	M.C.
	12/14/23	Libman Mop Handle and Mop Head	14.92	M.C.
	12/27/23	Bleach (2)	21.80	F.S.
	12/27/23	Clorox Disinfectant Bathroom Spray (3)	20.63	F.S.
	12/27/23	BLK Nitrile Gloves 40pk	17.23	F.S.
		TOTAL	<u>\$108.88</u>	

MAKE CHECK PAYABLE TO:


The Lake Doctors, Inc.
 Post Office Box 20122
 Tampa, FL 33622-0122
 (904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on invoice side

Pine Ridge Plantation CDD - Governmental
 Management Services
 475 West Town Pl
 SUITE 114
 St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
719342	1/2/2024	\$850.00

The Lake Doctors
 Post Office Box 20122
 Tampa, FL 33622-0122

0000000007540600100000001497460000008500065

Please Return this invoice with your payment and
 notify us of any changes to your contact information.

Pine Ridge Plantation CDD - Govern 4200 Pine Ridge Pkwy Middleburg, FL 32068

Invoice Due Date 1/11/2024

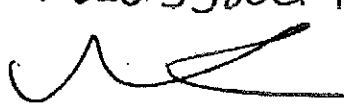
Invoice 149746B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
1/1/2024	Water Management - Monthly		\$850.00	\$0.00	\$850.00

Please remit payment for this month's invoice.

RECEIVED
 JAN 02 2024
 BY: _____

lake maintenance
 1.320.53800 46400
 1/2/24

Please provide remittance information when submitting payments,
 otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$850.00

This Invoice Total:

\$850.00

Click the "Pay Now" link to submit payment by ACH

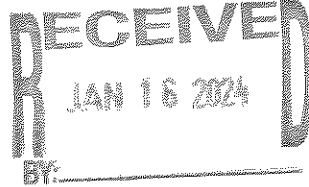
Customer #: 719342
Portal Registration #: 26CE8D2B
Customer E-mail(s): prmgr@riversidemgtsvc.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
 4651 Salisbury Rd, Suite 155
 Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

Treeco

PO Box 3247
Saint Augustine, FL 32085 US
info@treecofl.com



INVOICE

BILL TO
Maria
Pine Ridge Plantation

INVOICE: 10043
DATE: 01/12/2024
TERMS: Net 30
DUE DATE: 02/11/2024

DATE	DESCRIPTION	QTY	PRICE	TOTAL
01/12/2024	Sales - Remove 3 small turkey oaks and 2 large turkey oaks in the backyard behind the fence. Cut the stumps low to the ground. - Trim one pine in the backyard left side to remove all branches growing over the fence. - **Debris from trees being removed will be cut up small and left in the woods behind the backyard and less optional line item for hauling debris is selected.**	1	1,500.00	1,500.00
	1			

> BALANCE DUE

\$1,500.00

Grounds Repair & maintenance
1.320.53800.460.00

 1/16/24