

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, November 21, 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
Jack Montoya	Supervisor
Jerry Ritchie	Supervisor

Also, present were:

Marilee Giles	GMS
Wes Haber <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Jay Soriano	GMS
Terry Glynn <i>by phone</i>	

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*Regarding Agenda Items Listed Below*)

Ms. Giles noted that copies of the agenda were on the table if anyone wished to follow along and invited any member of the public to speak on agenda matters. There is also a place toward the end of the meeting for public comments again. If you provide comments, please state your name for the record.

November 21, 2023

Pine Ridge Plantation CDD

THIRD ORDER OF BUSINESS

Series 2020 Project:

A. Warranty Repairs for Courts

Ms. Cranford stated Hoffman was going to do a patch job on the problem areas on the court but after some back and forth, they are now resurfacing and repainting the entire court which should be completed in a week or two.

FOURTH ORDER OF BUSINESS

Acceptance of District Engineer Resignation Letter and Authorization for Staff to Issue RFQ

Ms. Giles stated this is acceptance of the District Engineer's resignation letter. ETM's resignation letter is on page 6 of the agenda.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Acceptance of the District Engineer Resignation Letter, was approved.

Ms. Giles stated on page 9 is the competitive selection criteria. This is the language and criteria for an RFQ which is different from an RFP. An RFP you will weigh on pricing and this is weighed on qualifications. This competitive selection criterion has to be approved before the RFQ is put out. Mr. Haber noted the criteria that they have is statutorily required. It can't be changed but can be added too.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya with all in favor, the Competitive Selection Criteria, was approved.

Ms. Giles stated on page 7 of the agenda is the RFQ that will be published in the local paper and in addition it will be sent to known engineer companies.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Authorizing Publication of the RFQ, was approved.

November 21, 2023

Pine Ridge Plantation CDD

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Amending the Fiscal Year 2023 Capital
Reserve Fund Budget**

Ms. Giles stated the FY23 budget had to be amended. She noted anytime they are over budget they have to amend it by Florida Statute. On page 13 is the Capital Reserve Fund. The repair and maintenance budget, which was the slide tower repairs, fence, drain install and HVACs is where the overage occurred.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, Resolution 2024-01 Amending the Fiscal Year 2023 Capital Reserve Fund Budget, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-02,
Amending the Fiscal Year 2024 General
Fund & Capital Reserve Fund Budget**

Ms. Giles stated to clean up the budget and capture the \$600,000 moved to the Capital Reserves caused this amendment. She noted the capital reserve study is outdated as it is dated 2014 and the amenities have grown so needs to be updated. Community Advisors did it in 2014 and that company is still very active as well as a few other companies that do this. She noted she would send it to several of them.

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, Resolution 2024-02 Amending the Fiscal Year 2024 General Fund & Capital Reserve Fund Budget, 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 the Capital Reserve Study was what she wanted to discuss tonight, see above in sixth order of business.

November 21, 2023

Pine Ridge Plantation CDD

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Directing Staff to Seek Proposals for an Updated Capital Reserve Study, was approved.

C. Engineer

The engineer was not needed at this meeting.

D. Amenity & Operations Manager**1. Landscape Quality Inspection Report**

Ms. Cranford stated she did receive a breakdown of ideas being proposed and has a copy for the Board members. There is a color-coded map that breaks each area down. There are things like the light poles, shade structures needing to be replaced, and possibly updating fitness center equipment. Mr. Soriano noted there are areas that are lacking but some we are happy with. The amenity center is one of the better manicured amenity centers. The four quadrants at the entry could be much better which was pointed out. People are asking for better landscaping. The medians and some of the sidewalks have been bad but there will be a cost associated to improve them. Ms. Cranford stated she has her next site ride with Karen on December 18th if there are any questions or change that the Board might have for her.

2. Report

Ms. Cranford stated she did give each Board member a print out of a message board. Marilee received a letter from the Pine Ridge West HOA requesting to put a message board by the mailboxes at the back of Pine Ridge West and will be responsible for installation, maintenance, and cost of the board and posts. They are requesting permission to put it on CDD property. Mr. Haber stated if the Board wanted to approve the request to place the board and authorize a Board member to work with him on the agreement whether license or easement, there would definitely need to be something in writing that specifies each parties' responsibilities.

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, Approving the License Agreement with HOA to Install a Community Board and Authorize Staff to work with Supervisor Montoya on the Agreement, was approved.

November 21, 2023

Pine Ridge Plantation CDD

Mr. Soriano noted two things, first open space or squeeze through between the posts in the fence at the courts, maybe put a temporary fence piece so there is no walk through. The second is a letter from Poolsure who is the chemical supplier. Last year they had fuel surcharges and now have sent a letter for this year to go up. He stated he would like to terminate Poolsure and go with another company. Hawkins is another company in the area for pool chemicals. Problem is they are using Poolsure's equipment. He noted to use the same controller is expensive about \$2,500 to purchase plus installation charge.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Not to Exceed \$4,000 on Controller and Install, was approved.

On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, Sending Termination Letter to Poolsure, was approved.

On MOTION by Mr. Biagetti, seconded by Mr. Montoya, with all in favor, Directing Staff to Work with Hawkins for Pool Chemicals, was approved.

EIGHTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

Resident stated his lot is against one of the ponds, there was a hole on the bank of the pond when the house was built but as time goes by, the hole keeps getting bigger at 3 ft deep and encroaching under his fence line now. Mr. Soriano stated they can fill it in but usually when it is erosion coming down the bank its actually coming from your property and not the other way around. Recommended French drains.

Resident (Brian 1044 Lemon Drop) stated that he lives on the corner, asked if between the sidewalk and main road is his property for maintenance or the CDDs. The Board stated it is CDD but from the side of your house out to the road is not CDD property. Also asked if there are any plans for the big open field. Ms. Cranford stated it will remain field space and is a first come first serve multipurpose space for the community to use.

Resident asked about getting more price comparisons on the pool controller and warranty. Ms. Cranford stated the controller works fine, just trying to get a better price. She noted they will always try to get more than one proposal.

November 21, 2023

Pine Ridge Plantation CDD

Resident discussed four wheelers in the back and people dumping. Is there anything that can be done to stop that. Mr. Soriano noted the trail to the pond bank is being used by Brightview as access. If other people are abusing it, he noted maybe put a gate there.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the September 19, 2023 Meeting

Ms. Giles presented the minutes from the September 19, 2023 meeting and asked for a motion to approve the minutes.

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the Minutes of the September 19, 2023 Meeting, were approved.

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

C. Assessment Receipts Schedule

Ms. Giles noted on page 40 is the balance sheet and statement of revenues for the period ending October 31st. Following that is the assessment receipts schedule starting for FY24 and shows we are 0% collected at this time which will increase as taxes are paid with the county.

D. Approval of Check Register

Ms. Giles reviewed the check register summaries for a total of \$720,117.86. The General Fund for September was \$75,612 then in October was \$632,000. Under capital reserves, \$2,200 was spent and utility auto payments are \$10,000. On page 56 is the Egis for \$33,761 which is part of the reason this check register is a little higher. Page 58 shows both capital reserve transfers that were talked about earlier. She noted \$100,000 is going into the Capital Reserve Fund and \$500,000 is going to the State Board of Administration and growing at an interest of just over 4%.

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

November 21, 2023

Pine Ridge Plantation CDD

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 1/16/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for January 16, 2024 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Marilee Giles

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Secretary / Assistant Secretary

DocuSigned by:

Matt Bragetti

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Chairman / Vice Chairman