

***PINE RIDGE PLANTATION***  
*Community Development District*

*May 21, 2024*

# *AGENDA*

# Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

*District Website:* [www.pineridgeplantationcdd.com](http://www.pineridgeplantationcdd.com)

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May 14, 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, May 21, 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. Series 2020 Project:
  - A. Ratification of Pay Requestion (64)
- IV. Consideration of Proposal from Riverside Management Services for Fiscal Year 2025 Services
- V. Consideration of Proposal from Lake Doctors for Fiscal Year 2025 Services
- VI. Consideration of Resolution 2024-03, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption
- VII. Staff Reports
  - A. Attorney
  - B. District Manager – Report on the Numbers of Registered Voters (1,382)
  - C. Engineer
  - D. Amenity & Operations Manager

1. Landscape Quality Inspection Report
2. Report

VIII. Public Comments / Supervisor's Requests

IX. Approval of Consent Agenda

- A. Approval of the Minutes of the March 19, 2024 Meeting
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending April 30, 2024
- C. Assessment Receipts Schedule
- D. Approval of Check Register

X. Next Scheduled Meeting – 07/23/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

XI. Adjournment

*THIRD ORDER OF BUSINESS*

*A.*

## FORM OF REQUISITION FOR SERIES 2020 PROJECT

The undersigned, an Authorized Officer of Pine Ridge Plantation Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, as successor in trust to SunTrust Bank, Orlando, Florida, as trustee (the "Trustee"), dated as of September 1, 2006 (the "Master Indenture"), as supplemented by the Second Supplemental Trust Indenture from the District to the Trustee, dated as of September 1, 2020 (the "Supplemental Indenture" and together with the Master Indenture, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: 64
- (B) Name of Payee: Wraptor, LLC  
1838 Henley Road Suite 1  
Middleburg, FL 32068
- (C) Amount Payable: \$ 118.15 (or account balance)

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments or state Costs of Issuance, if applicable): Pine Ridge CDD-Completion Report - Invoice 2014

(E) Fund or Account and subaccount, if any, from which disbursement to be made:

The undersigned hereby certifies that:

obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2020A Acquisition and Construction Account referenced above, that each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Series 2020 Project and each represents a Cost of the Series 2020 Project, and has not previously been paid out of such Account;

OR

this requisition is for costs of issuance payable from the Series 2020A Costs of Issuance Account that has not previously been paid out of such Account.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set

forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

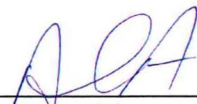
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT  
DISTRICT**

By   
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Series 2020A Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2020 Project and is consistent with (i) the applicable acquisition or construction contract, (ii) the plans and specifications for the portion of the Series 2020 Project with respect to which such disbursement is being made, and (iii) the report of the Consulting Engineer attached as an exhibit to the Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

  
\_\_\_\_\_  
Consulting Engineer  
March 23, 2024



# INVOICE

Wrapor, LLC  
1838 Henley Road, Suite 1  
Middleburg, FL 32068

Sales@wrapor.net  
+1 (904) 419-7590  
www.wrapor.net

# WRAPTOR

LLC  
VINYL PROFESSIONALS

## Pine Ridge Plantation CCD

### Bill to

Pine Ridge Plantation CCD  
475 West Town Pl.  
Suite 114  
St. Augustine, FL 32092 USA

### Invoice details

Invoice no: 2014  
Terms: Due on receipt  
Invoice date: 03/07/2024  
Due date: 04/06/2024

#	Product or service	SKU	Qty	Rate	Amount
1.	<b>Labor &amp; Materials</b> Digitally Printed Signs: - (6) 16"x16" - (2) 24"x24"		1	\$550.00	\$550.00
2.	<b>Merchant Service Fee</b> 3% Merchant Service Charge		550	\$0.03	\$16.50

Total **\$566.50**

### Ways to pay



**Paying \$118.15 of \$566.50**

[Pay invoice](#)

*FOURTH ORDER OF BUSINESS*

# RIVERSIDE MANAGEMENT SERVICES, INC.

9655 Florida Mining Boulevard West – Building 300 – Suite 305 – Jacksonville, Florida - 32257

May 16, 2024

Marilee Giles  
Pine Ridge Plantation Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092

Re: Amenity Management, Facility Assistant, Field Management, Lifeguards,  
Gate Monitors, Pool Maintenance and Janitorial Services

Dear Marilee:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Pine Ridge Plantation Community Development District:

<b><u>Services</u></b>	<b><u>FY 2024 Budget</u></b>	<b><u>FY 2024 Actual Fee</u></b>	<b><u>FY 2025 Proposed Fee</u></b>
Amenity Manager	\$67,426	\$67,426	\$71,472
Facility Assistant (509 hrs)	\$19,489	\$19,489	\$14,000
Field Management	\$25,630	\$25,630	\$27,168
Pool Maintenance	\$14,310	\$14,310	\$16,500
Janitorial Service	\$9,304	\$9,304	\$10,080
Lifeguard Service (954 hrs)	\$19,080	\$19,080	\$20,511

We are asking for a cost of living increase for the Amenity Manager, Operations Manager, Pool Maintenance and Janitorial Services. The amounts for Lifeguards reflects a \$1.50 per hour rate increase to offset the impact of the mandated minimum wage increase of \$1.00 plus taxes, insurance and cost of living increase. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in cost to operate. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

*Alison Mossing*

Alison Mossing  
Vice President

*FIFTH ORDER OF BUSINESS*



**The Lake Doctors, Inc.**  
Aquatic Management Services

The Lake Doctors, Inc  
Jacksonville Branch Office  
11621 Columbia Park Drive West  
Jacksonville, FL 32258

May 7, 2024

**Pine Ridge Plantation CDD | 719342**

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

Dear Mrs. Cranford,

The anniversary date of your Lake Doctors, Inc., Water Management Program is **October 1, 2024**. Due to the rising costs of professionally managing your account, which includes aquatic herbicides, vehicles, equipment, insurance and supplies, we would like to ask for a modest adjustment to your monthly investment amount, from **\$850.00** monthly to **\$875.00** monthly.

If you have any questions or concerns regarding the proposed adjustment for your water management program, please feel free to give me a call at (904)228-8006 or contact me by email at [jesse.mason@lakedoctors.com](mailto:jesse.mason@lakedoctors.com). Otherwise, no action is required at this time.

As always, we will continue to focus on providing superior service, prompt response to questions or concerns and a great concern for the health of your ponds.

On behalf of your Lake Doctors - Jacksonville Branch, we truly appreciate your business and we look forward to continuing to work for you and the homeowners of Pine Ridge Plantation.

Sincerely,

Jesse Mason  
Sales Manager

*SIXTH ORDER OF BUSINESS*

**RESOLUTION 2024-03**

**[FY 2025 BUDGET APPROVAL RESOLUTION]**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2025; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**FY 2025**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Pine Ridge Plantation Community Development District (“**District**”) prior to June 15, 2024, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

**WHEREAS**, the Board now desires to set the required public hearing on the Proposed Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.
2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE & TIME: July 23, 2024 at 6:00 pm  
LOCATION: Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*.
4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF MAY, 2024.**

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

***Pine Ridge Plantation  
Community Development District***

***Proposed Budget***

***FY 2025***

**May 21, 2024**



**GMS**  
GOVERNMENTAL MANAGEMENT SERVICES



# Table of Contents

1-2 General Fund

3-6 Narratives

7-9 Debt Service Fund Series 2020

10 Capital Reserve Fund

11 Assessment Schedule

**Pine Ridge Plantation**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
<b>REVENUES:</b>					
Special Assessments - On Roll	\$750,976	\$740,721	\$10,231	\$750,953	\$750,976
Misc. Income/Facility Rental	3,000	2,800	5,200	8,000	5,000
Interest Earned	12,500	8,529	6,600	15,129	12,500
Carry Forward Surplus	599,797	535,264	22,756	558,020	22,756
<b>TOTAL REVENUES</b>	<b>\$1,366,273</b>	<b>\$1,287,314</b>	<b>\$44,787</b>	<b>\$1,332,101</b>	<b>\$791,232</b>

**EXPENDITURES:**

**Administrative:**

Supervisor Fees	\$8,000	\$2,600	\$3,000	\$5,600	\$8,000
FICA Taxes	612	199	230	428	612
Engineer	3,000	168	2,833	3,000	3,000
Attorney	20,000	2,306	8,490	10,795	20,000
Annual Audit	3,175	-	3,175	3,175	3,175
Assessment Administration	5,576	5,576	-	5,576	5,911
Arbitrage Rebate	600	-	600	600	600
Dissemination Agent	5,250	2,625	2,625	5,250	5,565
Trustee Fees	4,100	4,041	-	4,041	4,100
District Management Fees	51,760	25,880	25,880	51,760	54,866
Information Technology	1,600	800	800	1,600	1,696
Website Maintenance	1,200	600	600	1,200	1,272
Telephone	500	50	250	300	500
Postage & Delivery	1,000	131	550	681	1,000
General Liability and Public Officials Insurance	9,223	9,223	-	9,223	10,146
Printing & Binding	1,500	168	1,032	1,200	1,500
Legal Advertising	2,500	-	2,500	2,500	1,500
Other Current Charges	600	186	414	600	600
Office Supplies	300	3	97	100	300
Dues, Licenses & Subscriptions	175	175	-	175	175
<b>TOTAL ADMINISTRATIVE</b>	<b>\$120,670</b>	<b>\$54,729</b>	<b>\$53,075</b>	<b>\$107,804</b>	<b>\$124,517</b>

**Pine Ridge Plantation**  
**Community Development District**  
**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
<b>Operations &amp; Maintenance</b>					
<b>Amenity Center</b>					
Property Insurance	\$24,538	\$24,538	\$-	\$24,538	\$ 27,728
General Facility Maintenance	18,700	12,306	6,394	18,700	24,200
Repairs & Replacements	27,500	6,994	12,153	19,147	24,200
Recreational Passes	500	768	-	768	500
Office Supplies	500	360	140	500	500
Permit Fees	780	-	775	775	780
Contingency	1,000	-	459	459	1,000
Special Events	15,000	11,455	3,545	15,000	15,000
Security	18,646	10,713	7,933	18,646	18,646
Janitorial Supplies	5,000	1,382	3,618	5,000	5,000
<b>Utilities</b>					
Water & Sewer	5,400	2,025	2,100	4,125	5,400
Electric	25,000	7,526	13,021	20,547	25,000
Cable/Phone/Internet	5,111	2,880	2,940	5,820	5,900
Refuse Service	10,787	5,313	5,502	10,815	11,040
<b>Management Contracts</b>					
Amenity Management	67,426	33,713	33,713	67,426	71,472
Facility Assistant	19,489	854	7,946	8,800	14,000
Field Management Services	25,630	12,815	12,815	25,630	27,168
Lifeguards	19,080	1,159	12,841	14,000	20,511
Pool Maintenance	14,310	7,155	7,155	14,310	16,500
Pool Chemicals	21,683	10,319	11,113	21,432	22,333
Janitorial Service	9,304	4,652	4,652	9,304	10,080
<b>Total Amenity Center</b>	<b>\$335,384</b>	<b>\$156,928</b>	<b>\$148,814</b>	<b>\$305,742</b>	<b>\$346,957</b>
<b>Grounds Maintenance</b>					
Landscape Maintenance	\$154,236	\$77,118	\$77,118	\$154,236	\$ 161,948
Lake Maintenance	14,830	5,100	5,100	10,200	\$ 14,830
Electric	2,500	1,351	1,351	2,702	\$ 3,000
Water	26,000	12,660	10,800	23,460	\$ 26,000
Repairs and Maintenance	22,000	6,576	12,424	19,000	\$ 22,000
Irrigation Repairs	4,000	2,811	1,189	4,000	\$ 4,000
Contingencies	4,451	-	-	-	\$ 4,451
<b>Total Grounds Maintenance</b>	<b>\$228,017</b>	<b>\$105,616</b>	<b>\$107,982</b>	<b>\$213,598</b>	<b>\$236,229</b>
<b>TOTAL EXPENDITURES</b>	<b>\$684,071</b>	<b>\$317,273</b>	<b>\$309,870</b>	<b>\$627,143</b>	<b>\$707,703</b>
<b>Other Sources/(Uses)</b>					
Capital Reserve Transfer Out	(682,202)	(682,202)	-	(682,202)	(83,529)
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$(682,202)</b>	<b>\$(682,202)</b>	<b>\$-</b>	<b>\$(682,202)</b>	<b>\$(83,529)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$-</b>	<b>\$287,839</b>	<b>\$(265,083)</b>	<b>\$22,756</b>	<b>\$-</b>

**Pine Ridge Plantation**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2025**

**REVENUES**

**Special Assessments-Tax Roll**

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

**Misc Income/Facility Rental Fees**

Includes replacement key deposits and income from residents for rental of facilities for personal use.

**Interest**

Maintenance Assessment income of the District will be invested in accordance with Florida Statutes and the investment guidelines approved by the Board of Supervisors.

**Expenditures - Administrative**

**Supervisors Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Engineering**

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

**Attorney**

The District's Attorney, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**Annual Audit**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

**Assessment Roll Administration**

GMS LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

**Arbitrage**

The District is required to have an Arbitrage Rebate Calculation on the District's Series 2020A1 and A2 Capital Improvement Revenue Bonds. Grau and Associates is contracted to provide annual report.

**Dissemination Agent**

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

**Trustee Fees**

The District bonds will be held and administered by a Trustee. This represents the trustee annual fee.

**Management Fees**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Information Technology**

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services, LLC.

**Website Maintenance**

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

**Telephone**

Internet, Phone and Wi-Fi service for Office.

**Postage and Delivery**

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Pine Ridge Plantation**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2025**

**Expenditures - Administrative (continued)**

**Insurance General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based on estimated premium.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

**Bank Fees and Other Charges**

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Due, Licenses & Subscriptions**

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

**Contingencies**

This includes monthly bank charges, amortization schedules and any other miscellaneous expenses that incur during the year.

**Expenditures - Grounds Maintenance**

**Landscape Maintenance**

The District has contracted with Brightview Landscape Services Inc to provide landscaping services to all the common areas within the District.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Brightview Landscape	\$13,496	\$161,948

**Lake Maintenance**

The District has contracted with The Lake Doctors to perform monthly service to include inspections and treats as necessary for the control and prevention of aquatic weeds and algae and RMS for trash pickup.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
The Lake Doctor	\$875	\$10,500
Fish Stocking		\$1,900
RMS	\$200	\$1,900
Contingency	\$28	\$530
<b>Total</b>	<b>\$1,103</b>	<b>\$14,830</b>

**Electric**

The District currently has the following accounts with Clay Electric.

<b>Account #</b>	<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
8824799	4201-1 Pine Ridge Pkwy 1 Irrig Clock	\$34	\$408
8824808	1217-1 Camp Ridge Land	\$34	\$408
7371685	4392-1 Pine Ridge Park Irrigation	\$34	\$408
8824805	1452-2 Tynes Blvd Entrance	\$37	\$444
8837872	1484 Tynes Blvd 2 Irrig Clock/Sign	\$40	\$480
	Contingency	\$71	\$852
	<b>Total</b>	<b>\$250</b>	<b>\$3,000</b>

**Water**

The District currently has the following accounts with CCUA. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
246892	1376- tynes Blvd Reclaimed	\$150	\$1,800
246893	1475-1 Tyne Blvd Reclaimed	\$150	\$1,800
248250	4228-1 Pine Ridge Pkwy Reclaimed	\$234	\$2,808
248496	4354-1 Foggy Day Dr Recl Irrigation	\$180	\$2,160
248497	4421-1 Pine Ridge Pkwy Reclaimed	\$150	\$1,800
248498	4688-1 Pine Lake Dr Reclaimed	\$30	\$360
248499	4201-2 Pine Ridge Pkwy Irrigation	\$25	\$300
257236	4200-1 Pine Ridge Pkwy Irrigation	\$500	\$6,000
260144	4200 Pine Ridge Pkwy Reclaimed	\$280	\$3,360
	Contingency	\$358	\$5,612
	<b>Total</b>	<b>\$2,057</b>	<b>\$26,000</b>

**Repair & Maintenance**

Regular maintenance and replacement.

**Contingencies**

This item includes a contingency for any unanticipated and unscheduled cost to the District.

**Pine Ridge Plantation**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2025**

**Expenditures – Amenity Center**

**Property Insurance**

The District’s Property Insurance policy will be with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies. This is an estimated premium.

**General Facility Maintenance**

Cost of routine repairs and maintenance of the District’s common areas and Amenity Center.

**Repairs and Replacements**

Represents any funds that will be used to make repairs and replacements to facility or equipment in the District Amenity Center

**Recreation Passes**

Represents the estimated cost for access cards to the District’s Amenity Center.

**Office Supplies**

This item includes the cost of office supplies needed for the operation of the amenity center.

**Permit Fees**

Represents Permit Fees paid to the Department of Health for the swimming pool.

**Contingency**

This item includes a contingency for any unanticipated and unscheduled cost to the District, postage for mailing of newsletter to residents, and costs of publishing newsletter and other mailings/emails associated with the amenity center.

**Special Events**

This item represents the estimated cost for the District to host any special events for the community throughout the Fiscal Year.

**Security/Monitoring**

The District employs off-duty officers through the Clay County Sheriff’s Office to provide security services for the District. Also contracted with SafeTouch for security monitoring alarm, Keatings Communications for annual monitoring for security cameras and annual cloud storage, and Pye-Barker Fire and Safety for annual fire monitoring.

<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
Clay County Sheriffs Officers	\$960	\$11,520
Safetouch	\$88	\$1,057
Keatings Communications		\$2,970
Keatings Communications		\$1,190
Pye-Barker Annual Monitoring		\$900
Contingency	\$84	\$1,009
<b>Total</b>	<b>\$1,132</b>	<b>\$18,646</b>

**Janitorial Supplies**

All supplies needed for janitorial services.

**Expenditures – Utility**

**Water**

District currently has one account with CCUA for water at the Amenity Center. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
257235	4200 Pine Ridge Pkwy Amenity	\$409	\$4,908
	Contingency	\$41	\$492
	<b>Total</b>	<b>\$450</b>	<b>\$5,400</b>

**Electric**

District currently has one account with Clay Electric for electric at the Amenity Center. Budget includes growth for additional use and new accounts.

<b>Account #</b>	<b>Vendor</b>	<b>Monthly</b>	<b>Annual</b>
7808611	4200 Pine Ridge Pkwy Amenity	\$1,600	\$19,200
	Contingency	\$483	\$5,800
	<b>Total</b>	<b>\$2,083</b>	<b>\$25,000</b>

**Cable/Phone/Internet**

Cost of cable, telephone and internet service provided by Comcast for the Amenity Center.

**Refuse Service**

This item includes the cost of garbage disposal for the District contracted with Waste Management.

**Pine Ridge Plantation**  
**Community Development District**  
**Budget Narrative**  
**Fiscal Year 2025**

**Expenditures – Management Contracts**

**Amenity Management**

Services provided by Riverside Management Services, Inc. to provide management services of amenity center.

Vendor	Monthly	Annual
RMS	\$5,956	\$71,472

**Facility Assistant**

Services provided by Riverside Management Services, Inc. to provide part time staffing of amenity center.

Vendor	Monthly	Annual
RMS	\$1,167	\$14,000

**Field Management Services**

The District has contracted with Riverside Management Services, Inc. for the supervision and on-site management of Pine Ridge Plantation.

Vendor	Monthly	Annual
RMS	\$2,264	\$27,168

**Lifeguards**

The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

**Pool Maintenance**

The District has contracted with Riverside Management Services, Inc. to provide pool cleaning and maintenance services. Monthly service is for two cleanings, plus the cost of chemicals. During summer months, cleanings may be increased to three times a week.

Vendor	Monthly	Annual
RMS	\$1,375	\$16,500

**Pool Chemicals**

PoolSure will provide the necessary chemicals for the Amenity Center pool.

Vendor	Monthly	Annual
PoolSure	\$1,593	\$19,110
Contingency	\$269	\$3,223
<b>Total</b>	<b>\$1,861</b>	<b>\$22,333</b>

**Janitorial Service**

The District has contracted with Riverside Management Services to provide janitorial services for the Amenity Center.

Vendor	Monthly	Annual
RMS	\$840	\$10,080

**Expenditures – Reserves**

**Capital Reserve**

The District has established a Capital Reserve to fund renewal and replacement of the District's capital related facilities and equipment. This amount will be transferred to Capital Reserve Fund.

# Pine Ridge Plantation

## Community Development District

### Proposed Budget Debt Service Series 2020A1 & A2 Special Assessment Bonds

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
<b>REVENUES:</b>					
Special Assessments-On Roll	\$926,572	\$913,947	\$12,624	\$926,572	\$939,125
Interest Earnings	14,023	18,776	18,044	36,820	20,000
Carry Forward Surplus <sup>(1)</sup>	181,040	181,275	-	181,275	219,255
<b>TOTAL REVENUES</b>	<b>\$1,121,635</b>	<b>\$1,113,998</b>	<b>\$30,668</b>	<b>\$1,144,666</b>	<b>\$1,178,380</b>
<b>EXPENDITURES:</b>					
<b>Series 2020A1</b>					
Interest 11/1	\$99,524	\$99,524	\$-	\$99,524	\$92,024
Interest 5/1	99,524	-	99,524	99,524	92,024
Principal 5/1	500,000	-	500,000	500,000	510,000
Prepayment 5/1	-				
<b>Series 2020A2</b>					
Interest 11/1	43,181	43,181	-	43,181	41,256
Interest 5/1	43,181	-	43,181	43,181	41,256
Principal 5/1	140,000	-	140,000	140,000	145,000
Prepayment 5/1	-				
<b>TOTAL EXPENDITURES</b>	<b>\$925,411</b>	<b>\$142,706</b>	<b>\$782,706</b>	<b>\$925,411</b>	<b>\$921,561</b>
<b>Other Sources/(Uses)</b>					
Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$925,411</b>	<b>\$142,706</b>	<b>\$782,706</b>	<b>\$925,411</b>	<b>\$921,561</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$196,224</b>	<b>\$971,292</b>	<b>\$(752,037)</b>	<b>\$219,255</b>	<b>\$256,819</b>

<sup>(1)</sup> Carry Forward is Net of Reserve Requirement

A-1 Interest Due 11/1/25	\$86,924.38
A-2 Interest Due 11/1/25	\$39,262.50
	<b>\$126,186.88</b>



## Pine Ridge Plantation Community Development District

Series 2020 A-1 Capital Improvement Revenue Refunding Bond Combined

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	7,620,000			92,024	92,024
05/01/25	7,620,000		510,000	92,024	
11/01/25	7,110,000			86,924	688,949
05/01/26	7,110,000		520,000	86,924	
11/01/26	6,590,000			81,724	688,649
05/01/27	6,590,000		530,000	81,724	
11/01/27	6,060,000			76,424	688,149
05/01/28	6,060,000		545,000	76,424	
11/01/28	5,515,000			70,974	692,399
05/01/29	5,515,000		555,000	70,974	
11/01/29	4,960,000			65,424	691,399
05/01/30	4,960,000		565,000	65,424	
11/01/30	4,395,000			59,421	689,846
05/01/31	4,395,000		580,000	59,421	
11/01/31	3,815,000			51,809	691,230
05/01/32	3,815,000		595,000	51,809	
11/01/32	3,220,000			43,999	690,808
05/01/33	3,220,000		610,000	43,999	
11/01/33	2,610,000			35,993	689,993
05/01/34	2,610,000		625,000	35,993	
11/01/34	1,985,000			27,790	688,783
05/01/35	1,985,000		645,000	27,790	
11/01/35	1,340,000			18,760	691,550
05/01/36	1,340,000		660,000	18,760	
11/01/36	680,000			9,520	688,280
05/01/37	680,000		680,000	9,520	689,520
<b>Total</b>			<b>\$7,620,000</b>	<b>\$1,441,578</b>	<b>\$9,061,578</b>

## Pine Ridge Plantation Community Development District

### Series 2020 A-2 Capital Improvement Revenue Refunding Bond Combined

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	2,335,000.00			41,256.25	41,256.25
05/01/25	2,335,000.00		145,000.00	41,256.25	
11/01/25	2,190,000.00			39,262.50	225,518.75
05/01/26	2,190,000.00		150,000.00	39,262.50	
11/01/26	2,040,000.00			36,787.50	226,050.00
05/01/27	2,040,000.00		155,000.00	36,787.50	
11/01/27	1,885,000.00			34,230.00	226,017.50
05/01/28	1,885,000.00		160,000.00	34,230.00	
11/01/28	1,725,000.00			31,590.00	225,820.00
05/01/29	1,725,000.00		165,000.00	31,590.00	
11/01/29	1,560,000.00			28,867.50	225,457.50
05/01/30	1,560,000.00		170,000.00	28,867.50	
11/01/30	1,390,000.00			26,062.50	224,930.00
05/01/31	1,390,000.00		175,000.00	26,062.50	
11/01/31	1,215,000.00			22,781.25	223,843.75
05/01/32	1,215,000.00		185,000.00	22,781.25	
11/01/32	1,030,000.00			19,312.50	227,093.75
05/01/33	1,030,000.00		190,000.00	19,312.50	
11/01/33	840,000.00			15,750.00	225,062.50
05/01/34	840,000.00		200,000.00	15,750.00	
11/01/34	640,000.00			12,000.00	227,750.00
05/01/35	640,000.00		205,000.00	12,000.00	
11/01/35	435,000.00			8,156.25	225,156.25
05/01/36	435,000.00		215,000.00	8,156.25	
11/01/36	220,000.00			4,125.00	227,281.25
05/01/37	220,000.00		220,000.00	4,125.00	224,125.00
<b>Total</b>			<b>\$2,335,000</b>	<b>\$640,363</b>	<b>\$2,975,363</b>

**Pine Ridge Plantation**  
**Community Development District**  
**Proposed Budget**  
**Capital Reserve Fund**

Description	Adopted Budget FY2024	Actuals Thru 3/31/24	Projected Next 6 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
<b>REVENUES:</b>					
Interest Income	\$3,200	\$14,710	\$15,000	29,710	\$3,353
Carry Forward Balance	-	-	-	-	654,678
<b>TOTAL REVENUES</b>	<b>\$3,200</b>	<b>\$14,710</b>	<b>\$15,000</b>	<b>\$29,710</b>	<b>\$658,031</b>
<b>EXPENDITURES:</b>					
<b>Capital Outlay</b>					
Other Current	\$100	\$2,846	\$240	\$3,086	\$500
Capital Outlay*	-	-	-	-	50,000
Repair and Maintenance	54,148	27,915	26,233	54,148	22,380
<b>TOTAL EXPENDITURES</b>	<b>\$54,248</b>	<b>\$30,761</b>	<b>\$26,473</b>	<b>\$57,234</b>	<b>\$72,880</b>
<b>Other Sources/(Uses)</b>					
Transfer in/(Out)	\$682,202	\$682,202	\$-	\$682,202	\$83,529
<b>TOTAL OTHER SOURCES/(USES)</b>	<b>\$682,202</b>	<b>\$682,202</b>	<b>\$-</b>	<b>\$682,202</b>	<b>\$83,529</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$631,154</b>	<b>\$666,151</b>	<b>\$(11,473)</b>	<b>\$654,678</b>	<b>\$668,680</b>

\* Perimeter Lighting

**Pine Ridge Plantation**  
**Community Development District**  
**Non-Ad Valorem Assessments Comparison**  
**2024-2025**

Neighborhood	O&M Units	Bonds 2020 Units	Annual Maintenance Assessments		Annual Debt Assessments		Total Assessed Per Unit	
			FY 2025	FY2024	FY 2025	FY2024	FY 2025	FY2024
55'	390	390	<b>\$1,084</b>	\$1,084	<b>\$1,242</b>	\$1,242	<b>\$2,326</b>	\$2,326
65'	40	40	<b>\$1,084</b>	\$1,084	<b>\$1,366</b>	\$1,366	<b>\$2,450</b>	\$2,450
70'	194	194	<b>\$1,084</b>	\$1,084	<b>\$1,491</b>	\$1,491	<b>\$2,575</b>	\$2,575
75'+	113	113	<b>\$1,084</b>	\$1,084	<b>\$1,512</b>	\$1,512	<b>\$2,596</b>	\$2,596
Total	737	737						

*SEVENTH ORDER OF BUSINESS*

*B.*



# Chris H. Chambliss

Supervisor of Elections  
Clay County, Florida

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April 15, 2024

Pine Ridge Plantation Community Development District  
Attn.: Wesley Haber  
107 West College Avenue  
Tallahassee, Florida 32301

Dear Mr. Haber:

I have queried the number of eligible voters residing within the Pine Ridge Plantation Community Development District as of April 15, 2024. At this time, there are 1,382 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at [Lynn.Gaver@ClayElections.gov](mailto:Lynn.Gaver@ClayElections.gov).

*Thank you,*

*Lynn Gaver, MFCEP*  
Clay County Supervisor of Elections Office  
P.O. Box 337 | 500 North Orange Ave.  
Green Cove Springs, FL 32043  
(904) 269-6350 Fax (904) 284-0935

*D.*



2.

**Pine Ridge Plantation Community Development District**

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: May 21, 2024  
To: Pine Ridge Plantation CDD, Board of Supervisors  
From: Maria Cranford, Amenity Manager & Operations Manager  
Re: Monthly Facility Memorandum

**Completed Items:**

- Tito's Paint completed the exterior painting of the amenity center building
- Replaced batteries in all facility wall clocks to ensure they are properly working and adjusted times
- Fitness Pro completed their preventative maintenance inspection of the fitness equipment on April 2<sup>nd</sup>
- Fitness Pro replaced a broken pull knob on the chest fly machine
- RMS staff touched up paint on the picnic tables and benches at the playground
- Boree Canvas completed the install of the new awning covers on April 19<sup>th</sup>
- Additional repairs to the sports courts surface were completed by Hofman Commercial, April 18<sup>th</sup> through the 23<sup>rd</sup>
- RMS staff lifted pavers, cut out a tree root, and leveled the pavers, located along the walkway behind the water slide stairs
- RMS staff hung a new first aid cabinet, along with our AED to make items more easily assessable
- RMS staff replaced a broken flush valve in the women's poolside restroom on April 5<sup>th</sup>
- Health department completed our facility inspection on April 2<sup>nd</sup>
- RMS staff hung signage above the court gates to indicate no skating, bikes, or skateboards on the court surface

- RMS staff installed the gate and hog fence as requested at the pond located along Pine Ridge Pkwy and Tropical Pine Cove
- RMS staff filled an erosion washout behind a home on Caribbean Pine Court

### **In Progress Items:**

- RMS staff will be working to clean out curbs, mainly near the Buggy Whip intersection along Pine Ridge Pkwy on a quarterly basis
- Complete pressure washing of the pavers behind the water slide
- Pressure wash and replace all window screens
- Install new hinges for the court gates (once they arrive)
- Look into repairs for the main community sign on Tynes Blvd to address a chunk missing out of the decorative lip
- Re-paint the awning posts, black
- Bondo, sand and paint the main entry gate
- Level the pavers to address the caving currently occurring in the main entryway
- Touch up all wood posts at the playground
- Properly install protective wall covering in the janitorial closet

### **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 scheduled for March and April = 12
- Number of rentals tentatively scheduled for May and June = 28

- We will be hosting an in-service training course for the lifeguards at the facility on June 15<sup>th</sup> and again on July 20<sup>th</sup> from 8 to 10 a.m.
- Replacement flag was purchased for the amenity center
- Water slide started running the first weekend in May
- Smoke in Da Air BBQ was at the amenity center on April 17<sup>th</sup> from 5 to 8 p.m.
- San Marco Chz Fry Co was at the amenity center on April 25<sup>th</sup> from 5 to 7:30 p.m.
- The Frozen Sweets Treat truck was at the amenity center on April 28<sup>th</sup> from 2 to 5 p.m.
- Pura Vida will be at the amenity center on May 16<sup>th</sup> from 5 to 8 p.m.
- In preparation for the summer season, an audit of current access card applications was completed on April 5<sup>th</sup>
- 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

*NINTH 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, March 19, 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

Also, present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Maria Cranford	Amenity Manager
Tom Bartlett-Matthews <i>by phone</i>	DDDC
Robby Tarter	CCSO
Jay Soriano	GMS

**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 copies of the agenda were on the table if anyone wishes to follow along and invited members of the public to speak on agenda items. Hearing none.

**THIRD ORDER OF BUSINESS**

**Discussion of Clay Community Connect**

Ms. Giles asked the residents to step out while discussing the security system. Clay County Connect allows CCSO to access the Districts cameras in real time. Ms. Giles will look into if a trespass authorization was done with CCSO in the past and an MOU will be completed.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Fusus Pro w/CCSO – No Cost to the District, was approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of Agreement for Engineering Services**

Ms. Giles stated this is ratification of an agreement with Matthew’s Design Group and is on page 6 of the agenda package. Mr. Bartlett noted he appreciates the opportunity and will answer any questions the Board may have. Alex will be the engineer assigned to the District.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Agreement for Engineering Services, was ratified.

**FIFTH ORDER OF BUSINESS**

**Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2025 Budget**

Ms. Giles stated this is the time to speak about anything the Board wants to see for the budget. An approved budget will be brought back to the next meeting. She noted for 2025/2026 the Capital Reserve Study recommends \$86,093 to go in the capital reserve to cover future capital reserve projects. Clay County Sherriff’s office for off duty officers went up this year and Poolsure has increases.

**SIXTH ORDER OF BUSINESS**

**Consideration of Capital Reserve Study**

Ms. Giles stated she received the Capital Reserve Study in draft form. It cannot be distributed yet due to a couple of changes to administrative mistakes.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal for Court Lighting**



Mr. Soriano stated they would talk about the court lights SL1 and smaller lights around the perimeter and new sidewalk SC1 and SC2 which are decorative lights. For the court lights which is something that needs to be done soon, he recommended putting this into their capital for this next year. This would start off around \$75,000 to \$90,000 set aside for these. He noted if they do 7 lights at \$5,000 each, he would be asking for \$35,000 for the SC1 and SC2 smaller perimeter lights. A Board member asked if the maintenance on the lights would be included in the study and how much these lights will increase the monthly utility bill. Mr. Soriano noted no that study is based on what is at the courts right now. Ms. Giles noted they can do an update with Charlie for that. Mr. Soriano noted the perimeter lights will be LED so usage is much lower. The tennis court lights will add a little onto the monthly but won't be a huge increase. Mr. Biagetti stated he is still on board with getting all of the lights done to include that money into the capital plan for next year. A Board member recommended a survey of usage of the courts before pushing forward on this. Mr. Soriano will move forward with getting proposals for court lights from multiple companies to help the Board put that in the budget for next year. Mr. Biagetti suggested NTE \$40,000 for the perimeter lights.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, NTE \$40,000 for Perimeter Lights, was approved.
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## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber reminded the Board of 4 hours ethics training to be completed by December 31, 2024. Links were circulated from his office to training programs. Form 1 is filed in July 2024 electronically. The training is reported by checking the box on Form 1 in 2025.

**B. District Manager – 2024 General Elections**

Ms. Giles stated the second week of June is the qualifying period. Three seats are up for election, seat #2, seat #4 and seat #5. A banner has been added to the CDD website with more information.

**C. Engineer**

Ms. Giles stated she could invite Alex to come on site and take a look at the District. It will be at a cost and the rate sheet is in the ratification. She noted if its okay with Mr. Haber and the Board, as repairs are made to the courts, they will use up the last \$114 on a pay requisition then pay the rest of the invoice out of the Capital Reserve funds. Mr. Haber noted no issue with that.

**D. Amenity & Operations Manager**

**1. Landscape Quality Inspection Report**

Ms. Cranford presented the Amenity Manager Report. She also touched on the illegal dumping issue. She snapped a photo of a landscape truck and let the detective know. He noted if they are able to catch who is actually doing it, it would be up to the District if they want to pursue charges. It is a felony for commercial dumping. She got with Matt and emailed to get a follow up on the date for installing the awning covers. The quote came in at \$6,759 to redo all three awnings which should be installed by summer.

**2. Report**

Mr. Soriano noted they have been limited on maintenance hours so the fence has been sitting for a while. They will dig some posts and install the fence. There are signs to put up. There is a sign for the pond in back stating no motorized vehicles on CDD property. Ms. Cranford is looking into bike racks.

**NINTH ORDER OF BUSINESS**

**Public Comments/Supervisor’s Requests**

Resident commented that he moved in yesterday. The Board welcomed him to the community.

A Board member commented a father and son have been going in the irrigation fields with 4 wheelers. Mr. Soriano noted he will get an extra sign for that area.

**TENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Approval of the Minutes of the January 16, 2024 Meeting**

Ms. Giles presented the minutes from the January 16, 2024 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 January 16, 2024 Meeting, were approved.

**B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending January 31, 2024**

**C. Assessment Receipts Schedule**

Ms. Giles presented on page 31 of the agenda, the balance sheet with revenues for the period ending January 31, 2024. She noted there is money in the Capital Reserve so based on conversation tonight on the FY25 budget, they will put a line for Capital Outlay and earmark some funds for those lights. If they over spend on the Capital Reserve portion, they will do a budget amendment. She noted on the receipt schedules, they are 98% collected.

**D. Approval of Check Register**

Ms. Giles presented the check register on page 45 of the agenda package totaling \$43,243.61. She asked for any comments or questions. If not, looking for a motion to approve.

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

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 5/21/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Ms. Giles stated the next meeting is scheduled for May 21, 2024 at 6:00 p.m. where they will approve a budget.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

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Secretary / Assistant Secretary

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Chairman / Vice Chairman

*B.*

***Pine Ridge Plantation***  
***Community Development District***

***Unaudited Financial Reporting***  
***March 31, 2024***



# Table of Contents

1	<hr/>	<u>Balance Sheet</u>
2-3	<hr/>	<u>General Fund</u>
4	<hr/>	<u>Capital Reserve Fund</u>
5	<hr/>	<u>Debt Service Fund Series 2020</u>
6	<hr/>	<u>Capital Project Fund 2020</u>
7-8	<hr/>	<u>Month to Month</u>
9	<hr/>	<u>Long Term Debt Report</u>
10	<hr/>	<u>Assessment Receipt Schedule</u>
11	<hr/>	<u>Check Register Summary</u>

**Pine Ridge Plantation**  
**Community Development District**  
**Combined Balance Sheet**  
**March 31, 2024**

	General Fund	Capital Reserve Fund	Debt Service Fund	Capital Project Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account - Hancock	\$ 173,864	\$ 110,223	\$ -	\$ -	\$ 284,087
Assessments Receivable	-	-	-	-	-
Due from Other	(2,000)	-	-	-	(2,000)
Due from General Fund	-	-	-	-	-
<b>Investments:</b>					
State Board of Administration (SBA)	513,395	661,851	-	-	1,175,246
Custody US Bank Account	14,715	-	-	-	14,715
<b>Series 2020</b>					
Reserve A1	-	-	173,593	-	173,593
Reserve A2	-	-	114,609	-	114,609
Revenue	-	-	971,292	-	971,292
Construction	-	-	-	118	118
Prepaid Expenses	-	-	-	-	-
Deposits	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 699,974</b>	<b>\$ 772,074</b>	<b>\$ 1,259,494</b>	<b>\$ 118</b>	<b>\$ 2,731,660</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 16,072	8,503	\$ -	\$ -	\$ 24,575
Accrued Expenses	5,020	-	-	-	5,020
Due to Debt Service	-	-	-	-	-
Due to Others	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 21,092</b>	<b>\$ 8,503</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,594</b>
<b>Fund Balance:</b>					
Restricted for:					
Debt Service	\$ -	\$ -	\$ 1,259,494	\$ -	\$ 1,259,494
Capital Project	-	-	-	118	118
Assigned for:					
Capital Reserve Fund	-	763,571	-	-	763,571
Capital Reserves	-	-	-	-	-
Unassigned	678,882	-	-	-	678,882
<b>Total Fund Balances</b>	<b>\$ 678,882</b>	<b>\$ 763,571</b>	<b>\$ 1,259,494</b>	<b>\$ 118</b>	<b>\$ 2,702,065</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 699,974</b>	<b>\$ 772,074</b>	<b>\$ 1,259,494</b>	<b>\$ 118</b>	<b>\$ 2,731,660</b>



# Pine Ridge Plantation

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2024

	Amended	Prorated Budget	Actual	
	Budget	Thru 03/31/24	Thru 03/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 750,976	\$ 750,976	\$ 740,721	\$ (10,255)
Misc./Facility Rental Income	3,000	1,500	2,800	1,300
Interest Income	12,500	6,250	8,529	2,279
<b>Total Revenues</b>	<b>\$ 766,476</b>	<b>\$ 758,726</b>	<b>\$ 752,050</b>	<b>\$ (6,676)</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 8,000	\$ 2,600	\$ 2,600	\$ -
PR-FICA	612	199	199	-
Engineering	3,000	1,500	168	1,333
Attorney	20,000	10,000	2,306	7,695
Annual Audit	3,175	-	-	-
Assessment Administration	5,576	5,576	5,576	-
Arbitrage Rebate	600	-	-	-
Dissemination Agent	5,250	2,625	2,625	-
Trustee Fees	4,100	4,100	4,041	59
Management Fees	51,760	25,880	25,880	-
Information Technology	1,600	800	800	-
Website Maintenance	1,200	600	600	-
Telephone	500	250	50	200
Postage & Delivery	1,000	500	131	369
General Liability and Public Officials Insurance	9,803	9,803	9,223	580
Printing & Binding	1,500	750	168	582
Legal Advertising	2,500	1,250	-	1,250
Other Current Charges	600	300	186	114
Office Supplies	300	150	3	147
Dues, Licenses & Subscriptions	175	175	175	-
<b>Total General &amp; Administrative</b>	<b>\$ 121,250</b>	<b>\$ 67,058</b>	<b>\$ 54,729</b>	<b>\$ 12,329</b>
<b><u>Operations &amp; Maintenance</u></b>				
<b>Grounds Maintenance</b>				
Landscape Maintenance	\$ 154,236	\$ 77,118	\$ 77,118	\$ -
Lake Maintenance	14,830	7,415	5,100	2,315
Electric	2,500	1,250	1,351	(101)
Water	26,000	13,000	12,660	340
Repairs And Maintenance	22,000	11,000	6,576	4,424
Irrigation Repairs	4,000	2,000	2,811	(811)
Contingencies	4,451	2,226	-	2,226
<b>Subtotal Grounds Maintenance</b>	<b>\$ 228,017</b>	<b>\$ 114,009</b>	<b>\$ 105,616</b>	<b>\$ 8,393</b>

# Pine Ridge Plantation

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2024

	Amended	Prorated Budget	Actual	
	Budget	Thru 03/31/24	Thru 03/31/24	Variance
<b>Amenity Center</b>				
Property Insurance	\$ 24,538	\$ 24,538	\$ 24,538	\$ -
General Facility Maintenance	18,700	9,350	12,306	(2,956)
Repairs & Replacements	27,500	13,750	6,994	6,756
Recreational Passes	500	250	768	(518)
Office Supplies	500	250	360	(110)
Permit Fees	780	390	-	390
Contingency	1,000	500	-	500
Special Events	15,000	7,500	11,455	(3,955)
Refuse Service	10,787	5,393	5,313	80
Security	18,646	9,323	10,713	(1,390)
<b>Utilities</b>				
Water & Sewer	5,400	2,700	2,025	675
Electric	25,000	12,500	7,526	4,974
Cable/Phone/Internet	5,111	2,555	2,880	(324)
<b>Management Contracts</b>				
Amenity Management	67,426	33,713	33,713	0
Facility Assistant	19,489	9,745	854	8,890
Field Management Services	25,630	12,815	12,815	0
Lifeguards	19,080	9,540	1,159	8,381
Pool Maintenance	14,310	7,155	7,155	-
Pool Chemicals	21,683	10,841	10,319	522
Janitorial	9,304	4,652	4,652	0
Janitorial Supplies	5,000	2,500	1,382	1,118
<b>Subtotal Amenity Center</b>	<b>\$ 335,384</b>	<b>\$ 179,961</b>	<b>\$ 156,928</b>	<b>\$ 23,032</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 563,401</b>	<b>\$ 293,969</b>	<b>\$ 262,544</b>	<b>\$ 31,425</b>
<b>Total Expenditures</b>	<b>\$ 684,651</b>	<b>\$ 361,027</b>	<b>\$ 317,273</b>	<b>\$ 43,754</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 81,825</b>	<b>\$ 397,699</b>	<b>\$ 434,777</b>	<b>\$ 37,078</b>
<b><i>Other Financing Sources/(Uses):</i></b>				
Capital Reserve Transfer In/(Out)	\$ (682,202)	\$ (682,202)	(682,202)	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ (682,202)</b>	<b>\$ (682,202)</b>	<b>\$ (682,202)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (600,377)</b>	<b>\$ (284,503)</b>	<b>\$ (247,425)</b>	<b>\$ 37,078</b>
<b>Fund Balance - Beginning</b>	<b>\$ 599,797</b>		<b>\$ 926,307</b>	
<b>Fund Balance - Ending</b>	<b>\$ (580)</b>		<b>\$ 678,882</b>	

# Pine Ridge Plantation

## Community Development District

### Capital Reserve Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2024

	Amended Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
<b>Revenues</b>				
Interest	\$ 3,200	\$ 1,600	\$ 14,710	\$ 13,110
<b>Total Revenues</b>	<b>\$ 3,200</b>	<b>\$ 1,600</b>	<b>\$ 14,710</b>	<b>\$ 13,110</b>
<b>Expenditures:</b>				
Repairs and Maintenance	54,148	27,074	\$ 27,915	(841)
Other Service Charges	100	50	2,846	(2,796)
<b>Total Expenditures</b>	<b>\$ 54,248</b>	<b>\$ 27,124</b>	<b>\$ 30,761</b>	<b>\$ (3,637)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (51,048)</b>		<b>\$ (16,051)</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ 682,202	\$ 682,202	\$ 682,202	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 682,202</b>	<b>\$ 682,202</b>	<b>\$ 682,202</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 631,154</b>		<b>\$ 666,151</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 97,420</b>		<b>\$ 97,420</b>	
<b>Fund Balance - Ending</b>	<b>\$ 728,574</b>		<b>\$ 763,571</b>	

# Pine Ridge Plantation

## Community Development District

### Debt Service Fund Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/24	Thru 03/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 926,572	\$ 926,572	\$ 913,947	\$ (12,624)
Interest Income	14,023	7,012	18,776	11,764
<b>Total Revenues</b>	<b>\$ 940,595</b>	<b>\$ 933,583</b>	<b>\$ 932,723</b>	<b>\$ (860)</b>
<b>Expenditures:</b>				
<b>Series 2020 A1</b>				
Interest Expense - 11/1	\$ 99,524	\$ 99,524	\$ 99,524	\$ -
Interest Expense - 5/1	99,524	-	-	-
Principal Expense - 5/1	500,000	-	-	-
<b>Series 2020 A2</b>				
Interest Expense - 11/1	43,181	43,181	43,181	-
Interest Expense - 5/1	43,181	-	-	-
Principal Expense - 5/1	140,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 925,411</b>	<b>\$ 142,706</b>	<b>\$ 142,706</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 15,184</b>	<b>\$ 790,878</b>	<b>\$ 790,017</b>	<b>\$ (860)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 15,184</b>	<b>\$ 790,878</b>	<b>\$ 790,017</b>	<b>\$ (860)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 181,040</b>		<b>\$ 469,477</b>	
<b>Fund Balance - Ending</b>	<b>\$ 196,224</b>		<b>\$ 1,259,494</b>	

# Pine Ridge Plantation

## Community Development District

### Capital Projects Fund Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2024

	Adopted Budget	Prorated Budget Thru 03/31/24	Actual Thru 03/31/24	Variance
<b>Revenues</b>				
Interest Income	\$ -	\$ -	\$ 3	\$ 3
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ 3</b>
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 115</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 118</b>	





**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)
<b>Current Bonds Outstanding</b>		<b>\$8,120,000</b>

\*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)
<b>Current Bonds Outstanding</b>		<b>\$2,475,000</b>
<b>Total Bonds Outstanding</b>		<b>\$10,595,000</b>



*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
<b>TOTAL ASSESSED NET</b>	<b>737</b>	<b>926,571.52</b>	<b>750,952.74</b>	<b>1,677,524.26</b>

RECEIVED	BALANCE DUE	SERIES 2020A DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	9,025.06	921,586.58	746,912.62	1,668,499.20
<b>TOTAL RECEIPTS</b>	<b>9,025.06</b>	<b>921,586.58</b>	<b>746,912.62</b>	<b>1,668,499.20</b>

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
7	2/5/2024	2,585.70	2,095.61	4,681.31
8	3/14/2024	1,313.08	1,064.20	2,377.28
9	4/11/2024	7,639.24	6,191.32	13,830.56
		-	-	-
<b>TOTAL FY24 TAX ROLL RECEIPTS</b>		<b>921,586.58</b>	<b>746,912.62</b>	<b>1,668,499.20</b>

<b>%TAX ROLL COLLECTED</b>	<b>99.46%</b>	<b>99.46%</b>	<b>99.46%</b>
<b>TOTAL COLLECTED</b>	<b>99.46%</b>	<b>99.46%</b>	<b>99.46%</b>

*D.*

**Pine Ridge Plantation**  
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024  
**Check Register**

Date	check #'s	Amount
<b>General Fund</b>		
2/1/2024 - 2/29/2024	3318-3331	\$ 36,506.23
3/1/2024 -3/31/2024	3332-3352	\$ 553,195.69
		\$ 589,701.92
<b>Capital Reserve</b>		
2/1/2024 - 2/29/2024	61-64	\$ 22,212.50
		\$ 22,212.50
<b>Utilities and Autopayments</b>		
02/15/24	Waste Management	916.97
02/20/24	SafeTouch	85.40
02/26/24	Comcast	489.16
03/01/24	CCUA	3,326.54
03/01/24	Clay Electric	1,590.00
03/19/24	SafeTouch	85.40
03/25/24	Comast	489.16
03/28/24	IRS FICA Payment	122.40
		\$ 7,105.03
<b>TOTAL</b>		<b>\$619,019.45</b>

\*Fedex invoices will be available upon request.

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/02/24	00107	1/10/24	137	202312	330-57200-34500			*	100.00		
			DEC EMPLOYMENT FEE								
		1/10/24	137	202312	330-57200-34500			*	85.00		
			DEC EMPLOYMENT SCHEDULING								
CLAY COUNTY SHERIFF'S OFFICE										185.00	003318
-----											
2/02/24	00039	1/18/24	31378	202401	330-57200-46000			*	180.00		
			JAN PREVENTATIVE MAINT								
FITNESS PRO										180.00	003319
-----											
2/02/24	00193	1/24/24	20220103	202401	330-57200-34500			*	2,970.00		
			ANNUAL CLOUD RECORDING								
		1/24/24	20220103	202401	330-57200-34500			V	2,970.00-		
			ANNUAL CLOUD RECORDING								
KEATINGS COMMUNICATIONS										.00	003320
-----											
2/02/24	00073	1/19/24	497	202401	330-57200-46000			*	1,582.98		
			POOL RPR-METAL STAIN CTRL								
RIVERSIDE MANAGEMENT SERVICES INC										1,582.98	003321
-----											
2/02/24	00073	12/14/23	492	202312	330-57200-46000			*	1,759.90		
			NOV GENERAL FAC MAINT								
		12/14/23	492	202312	330-57200-46100			*	1,723.62		
			NOV AMENITY RPR & RPLC								
		12/14/23	492	202312	330-57200-46201			*	157.26		
			NOV JANITORIAL SUPPLIES								
		12/14/23	492	202312	330-57200-51000			*	45.37		
			NOV OFFICE SUPPLIES								
RIVERSIDE MANAGEMENT SERVICES INC										3,686.15	003322
-----											
2/02/24	00152	1/18/24	61860812	202401	330-57200-46000			*	117.42		
			PEST CONTROL QTRLY SRVCS								
TURNER PEST CONTROL,LLC										117.42	003323
-----											
2/15/24	00183	2/01/24	8762565	202402	320-53800-46200			*	12,853.00		
			FEB LANDSCAPE MAINTENANCE								
BRIGHTVIEW LANDSCAPE SERVICES, INC										12,853.00	003324
-----											
2/15/24	00003	2/01/24	251	202402	310-51300-31300			*	437.50		
			FEB DISSEM AGENT SRVCS								
		2/01/24	251	202402	310-51300-49100			*	100.00		
			FEB WEBSITE ADMIN								
		2/01/24	251	202402	310-51300-35100			*	133.33		
			FEB INFO TECH								
		2/01/24	251	202402	310-51300-34000			*	4,313.33		
			FEB MANAGEMENT FEES								

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
		2/01/24	251	202402 310-51300-51000	OFFICE SUPPLIES	*	.57		
		2/01/24	251	202402 310-51300-42000	POSTAGE	*	12.10		
		2/01/24	251	202402 310-51300-42500	COPIES	*	44.70		
								5,041.53	003325
2/15/24	00185	2/06/24	3351111	202312 310-51300-31500	DEC GENERAL COUNSEL	*	177.00		
								177.00	003326
2/15/24	00176	1/31/24	01312024	202401 330-57200-34500	SECURITY 1/6 & 1/21	*	400.00		
								400.00	003327
2/15/24	00054	2/01/24	13129561	202402 330-57200-46500	FEB POOL CHEMICALS	*	1,592.54		
								1,592.54	003328
2/15/24	00073	2/01/24	496	202402 330-57200-46200	FEB JANITORIAL SRVCS	*	775.33		
		2/01/24	496	202402 330-57200-46400	FEB POOL MAINT SRVCS	*	1,192.50		
		2/01/24	496	202402 330-57200-34000	FEB CONTRACT ADMIN	*	2,135.83		
		2/01/24	496	202402 330-57200-34100	FEB FACILITY MAINTENANCE	*	5,618.83		
								9,722.49	003329
2/15/24	00073	2/07/24	498	202402 330-57200-46500	POOL CHEM-TRICHLOR	*	96.20		
		2/07/24	498	202402 330-57200-46500	POOL CHEM-LIQUID BLEACH	*	12.35		
		2/07/24	498	202402 330-57200-46500	POOL CHEM-SULFURIC ACID	*	9.57		
								118.12	003330
2/15/24	00076	2/01/24	156738B	202402 320-53800-46400	FEB LAKE MAINTENANCE	*	850.00		
								850.00	003331
3/01/24	00093	2/23/24	20242826	202403 330-57200-60100	3/30 SPECIAL EVENTS	*	2,600.00		
								2,600.00	003332

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/01/24	00073	2/19/24	500	202401 330-57200-46000		*	1,544.40		
			JAN GEN FAC MAINT						
2/19/24	500	202401 330-57200-46100				*	1,469.64		
			JAN AMENITY RPR & RPLC						
2/19/24	500	202401 330-57200-46201				*	148.25		
			JAN JANITORIAL SUPPLIES						
								3,162.29	003333
-----									
3/11/24	00183	2/29/24	8823909	202402 320-53800-46300		*	475.00		
			BASKETBALL/TENNIS						
								475.00	003334
-----									
3/11/24	00183	2/29/24	8823910	202402 320-53800-46300		*	159.44		
			BAD B CLOCK						
								159.44	003335
-----									
3/11/24	00183	2/29/24	8823911	202402 320-53800-46300		*	1,380.00		
			RAISE HEADS TYNES BLVD						
								1,380.00	003336
-----									
3/11/24	00183	3/01/24	8805529	202403 320-53800-46200		*	12,853.00		
			MAR. LANDSCAPE MAINTENACE						
								12,853.00	003337
-----									
3/11/24	00003	3/01/24	252	202403 310-51300-31300		*	437.50		
			MAR. DISSEMINATION						
3/01/24	252	202403 310-51300-49100				*	100.00		
			MAR. WEBSITE ADMIN.						
3/01/24	252	202403 310-51300-35100				*	133.33		
			MAR. INFO TECHNOLOGY						
3/01/24	252	202403 310-51300-34000				*	4,313.33		
			MAR. MGMT FEES						
3/01/24	252	202403 310-51300-51000				*	.39		
			OFFICE SUPPLIES						
3/01/24	252	202403 310-51300-42000				*	45.26		
			POSTAGE						
3/01/24	252	202403 310-51300-42500				*	23.70		
			COPIES						
3/01/24	252	202403 310-51300-41000				*	.25		
			TELEPHONE						
								5,053.76	003338
-----									
3/11/24	00106	2/28/24	02282024	202401 330-57200-34500		*	400.00		
			SECURITY JAN12 & JAN26						
								400.00	003339

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/11/24	00106	2/28/24	02282024	202402	330-57200-34500			SECURITY FEB9 & FEB23 MATTHEW EDMONSON	*	400.00	400.00	003340
3/11/24	00176	2/20/24	022024	202402	330-57200-34500			SECURITY FEB3 & FEB17 MICHAEL C LAYNE	*	400.00	400.00	003341
3/11/24	00037	3/04/24	03042024	202403	300-58100-10000			CAPITAL RSV TRANSF#322381 PINE RIDGE PLANTATION CDD	*	82,202.00	82,202.00	003342
3/11/24	00054	3/01/24	13129562	202403	330-57200-46500			POOL CHEMICALS POOLSURE	*	1,592.54	1,592.54	003343
3/11/24	00073	2/29/24	501	202401	320-53800-46000			PRESSURE WASHING JAN23-24 RIVERSIDE MANAGEMENT SERVICES INC	*	1,738.75	1,738.75	003344
3/11/24	00073	3/01/24	499	202403	330-57200-46200			MAR. JANITORIAL SRVCS	*	775.33		
		3/01/24	499	202403	330-57200-46400			MAR. POOL MAINTENANCE	*	1,192.50		
		3/01/24	499	202403	330-57200-34000			MAR. CONTRACT ADMIN.	*	2,135.83		
		3/01/24	499	202403	330-57200-34100			MAR. FACILITY MGMT	*	5,618.83		
								RIVERSIDE MANAGEMENT SERVICES INC			9,722.49	003345
3/11/24	00073	3/07/24	502	202403	330-57200-46500			POOL CHEMS. TRICHLOR	*	288.59		
		3/07/24	502	202403	330-57200-46500			POOL CHEMS. LIQUID BLEACH	*	24.70		
		3/07/24	502	202403	330-57200-46500			POOL CHEMS. MURIATIC ACID	*	24.46		
		3/07/24	502	202403	330-57200-46500			POOL CHEMS. PHOSPHATE RMV	*	10.18		
								RIVERSIDE MANAGEMENT SERVICES INC			347.93	003346
3/11/24	00076	3/01/24	163445B	202403	320-53800-46400			MAR. LAKE MAINTENANCE THE LAKE DOCTORS INC	*	850.00	850.00	003347
3/13/24	00193	1/24/24	20220103	202401	330-57200-34500			ANNUAL CLOUD RECORDING KEATINGS COMMUNICATIONS	*	2,970.00	2,970.00	003348



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
3/19/24	00107	3/06/24 221	202402 330-57200-34500	FEB. EMPLOYMENT FEE	*	40.00	
		3/06/24 221	202402 330-57200-34500	FEB EMPLOYMENT SCHD. FEE	*	35.00	
							75.00 003349
-----							
3/19/24	00039	12/07/23 31105	202310 330-57200-46100	FITNESS EQUIPMENT REPAIRS	*	843.99	
							843.99 003350
-----							
3/19/24	00185	3/13/24 3366044	202401 310-51300-31500	JAN GENERAL COUNSEL	*	969.50	
							969.50 003351
-----							
3/19/24	00045	3/19/24 03192024	202403 300-15100-10000	FUND TRANSFER #322380	*	425,000.00	
							425,000.00 003352
-----							
						TOTAL FOR BANK A	589,701.92
						TOTAL FOR REGISTER	589,701.92



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

### General Invoice

Customer Copy

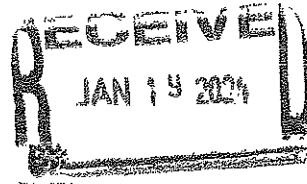
CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
PINE RIDGE PLANTATION CDD	01/10/2024	137	\$0.00	01/25/2024	\$185.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN	20.00	\$5.000000	EACH	\$100.00	\$0.00	\$0.00	\$100.00
OFF DUTY SCHEDULING FEE	1.00	\$85.000000	EACH	\$85.00	\$0.00	\$0.00	\$85.00

<b>Invoice Total:</b>	<b>\$185.00</b>
-----------------------	-----------------



✂ 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	01/10/2024
Invoice Number	137
Customer Number	79
Amount Paid	
<b>Due Date</b>	<b>01/25/2024</b>
<b>Invoice Total Due</b>	<b>\$185.00</b>

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**

01/09/2024

**CLIENT ADDRESS**

EVENT	DATE	DESCRIPTION	PERSONNEL	HOURS or QUANTITY	RATE	TOTAL
1	12/01/23 0000 - 12/01/23 0000	PINE RIDGE	Matthew Edmonson 12/01/23 1900 - 12/01/23 2300	4.00	\$ 0.00	\$ 0.00
				<b>EVENT TOTAL:</b>	<b>(hrs) 4.00</b>	<b>\$ 0.00</b>
2	12/08/23 0000 - 12/08/23 0000	PINE RIDGE				

Michael Layne  
12/09/23 2130 - 12/10/23  
0130 4.00 \$ 0.00 \$ 0.00

---

**EVENT TOTAL: (hrs) 4.00 \$ 0.00**

3 12/15/23 0000 - 12/15/23  
0000 PINE RIDGE

Matthew Edmonson  
12/15/23 1930 - 12/15/23  
2330 4.00 \$ 0.00 \$ 0.00

---

**EVENT TOTAL: (hrs) 4.00 \$ 0.00**

4 12/22/23 0000 - 12/22/23  
0000 PINE RIDGE

Michael Layne  
12/23/23 2030 - 12/24/23  
0030 4.00 \$ 0.00 \$ 0.00

---

**EVENT TOTAL: (hrs) 4.00 \$ 0.00**

5 12/29/23 0000 - 12/29/23  
0000 PINE RIDGE

Matthew Edmonson			
12/29/23 1900 - 12/29/23	4.00	\$	\$ 0.00
2300		0.00	

---

<b>EVENT TOTAL:</b>	<b>(hrs) 4.00</b>		<b>\$ 0.00</b>
---------------------	-------------------	--	----------------

---

<b>INVOICE TOTAL:</b>	<b>(hrs) 20.00</b>		<b>\$ 0.00</b>
-----------------------	--------------------	--	----------------

Always Improving LLC dba Fitness Pro  
 1400 Village Square Blvd #3-293  
 Tallahassee, FL 32312  
 (904) 523-8882  
 info@wearefitnesspro.com  
 www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
 Tallahassee, FL 32312  
 850-523-8882

Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

31378                      01/18/2024                      \$180.00                      02/02/2024                      Net 15

PM

**SERVICE REQUEST 38648 - JANUARY  
 PREVENTATIVE MAINTENANCE**


Jan 16, 2024: Preventative Maintenance: Cleaned,  
 Lubed, Calibrated, Inspected and Tested. - SERVICES  
 PERFORMED

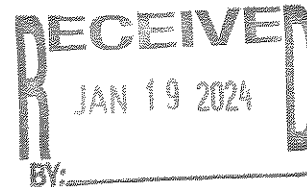
1. Tech checked/updated all equipment in BF.
2. Lubed and dusted all guide rods and weight stacks.
3. Inspected 5x strength pieces and 2x benches.  
 Inspected all pulleys, cables, attachments, connections,  
 pads, and weight stacks. SEE BELOW
4. Inspected 2x Ellipticals and 1x Recumbent Bike.  
 Checked all pedals, sensors, cup holders, fans,  
 handles, adjustments, buttons and general function.  
 UNITS TEST CORRECT
5. Inspected 3x treadmills. Checked belt and deck  
 tightness and wear, checked strength and function of  
 motor, checked incline functions, HR sensors, controls,  
 general function. Dusted for debris around belt and  
 vacuumed under hoods around motor and electrical  
 components. SEE BELOW

**ISSUES/DAMAGES FOUND**

1. Paramount Chest/Delt Fly FS55 sn: FS550901022  
 left handle position adjustment knob cracked and will  
 not fully tighten. Should replace adjustment knob
2. Paramount Bi/Tri FS56 sn: FS560809034 joint  
 between handles and swing arm loose. Tech tightened.  
 UNIT TESTS CORRECT
3. Paramount Leg Ext/Curl FS50 sn: FS500810043 seat  
 pad and upper roller pad is beginning to crack at edges  
 and missing plastic guide for back rest adjustment.  
 Should replace seat pad, roller pad and plastic guide  
 insert for back adjustment.
4. SPIRIT elliptical XE795 sn: 7950152012001714  
 motion is noisy but smooth. Likely due to age and use  
 as many parts of the frame are rusting.
5. Spirit Treadmill XT685 sn: 6858151706002036 belt  
 slipping and both left and right side roller end cap  
 broken. Tech tightened tread belt. No longer slipping.  
 Should replace both roller end caps.

1                      180.00                      180.00

*General Facility Maintenance*  
*1. 330.572003. 460000*  
*1/19/24* 



BALANCE DUE

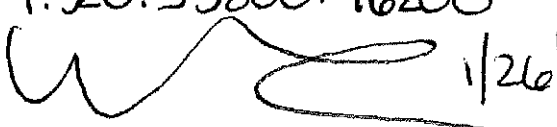
**\$180.00**



**INVOICE**

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

Customer #: 24488830  
Invoice #: 8762565  
Invoice Date: 2/1/2024  
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For February  landscape maintenance 1.320.53800.46200  1/26/24  <b>RECEIVED</b> JAN 26 2024 BY: _____	12,853.00
<b>Total invoice amount</b>		<b>12,853.00</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>12,853.00</b>

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](mailto: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 #: 8762565  
Invoice Date: 2/1/2024

**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

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

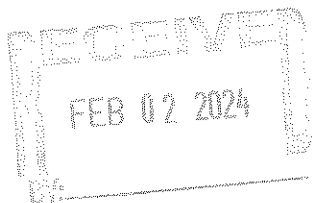
**Invoice**

**Invoice #:** 251  
**Invoice Date:** 2/1/24  
**Due Date:** 2/1/24  
**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 - February 2024		437.50	437.50
Website Administration -February 2024		100.00	100.00
Information Technology - February 2024		133.33	133.33
Management Fees - February 2024		4,313.33	4,313.33
Office Supplies		0.57	0.57
Postage		12.10	12.10
Copies		44.70	44.70



**Total** \$5,041.53

**Payments/Credits** \$0.00

**Balance Due** \$5,041.53



**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 6, 2024

**Check Remit To:**

Kutak Rock LLP

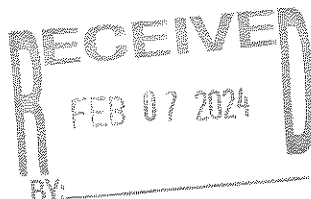
PO Box 30057

Omaha, NE 68103-1157

Reference: Invoice No. 3351111

Client Matter No. 16423-1

Notification Email: [eftgroup@kutakrock.com](mailto: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. 3351111  
16423-1

---

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

12/03/23	G. Lovett	0.50	125.00	Monitor legislative session for CDD related issues
12/26/23	W. Haber	0.20	52.00	Review response to engineering RFQ
TOTAL HOURS		0.70		
TOTAL FOR SERVICES RENDERED				\$177.00
TOTAL CURRENT AMOUNT DUE				<u>\$177.00</u>

Michael Layne

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
JANUARY 2024

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

FOR:  
[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01/06/2024	Amenity center check, neighborhood patrol, amenity center check, citizen contact, neighborhood patrol, amenity center check.	2100/0100	4.0	50.00	200.00
01/21/2024	Amenity center checked – party inside, neighborhood patrol, amenity center checked, neighborhood patrol – citizen contact, amenity center checked.	1830/2230	4.0	50.00	200.00
DEPUTY SIGNATURE:	<i>Michael C. Layne</i>		8.0	50.00	400.00
Total					

Make all checks payable to Michael Layne

Thank you for your business!

RECEIVED  
FEB 02 2024  
BY: \_\_\_\_\_

Security / Monitoring  
1.330.57200.34500  
*[Signature]* 2/2/24



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

# Invoice

Date 2/1/2024

Invoice # 131295619740

Terms	Net 20
Due Date	2/21/2024
PO #	

<b>Bill To</b> GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	<b>Ship To</b> 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

**RECEIVED**  
JAN 19 2024  
BY: \_\_\_\_\_

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

Pool Chemicals  
1.330.57200.46500  
*[Signature]* 1/19/24

### Remittance Slip

Customer  
13GMS100  
Invoice #  
131295619740

Amount Due \$1,592.54

Amount Paid \_\_\_\_\_

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



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

# Invoice

**Invoice #:** 496  
**Invoice Date:** 2/1/2024  
**Due Date:** 2/1/2024  
**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 - February 2024		775.33	775.33
1.330.57200.46400- Pool Maintenance Services - February 2024		1,192.50	1,192.50
1.330.57200.34000- Contract Administration - February 2024		2,135.83	2,135.83
1.330.57200.34100-Facility Management - Pine Ridge Plantation - February 2024		5,618.83	5,618.83

**RECEIVED**  
 FEB 06 2024  
 BY: \_\_\_\_\_

*Jerry Lambert*  
 2-6-24

<b>Total</b>	<b>\$9,722.49</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$9,722.49</b>

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

# Invoice


**Invoice #:** 498  
**Invoice Date:** 2/7/2024  
**Due Date:** 2/7/2024  
**Case:**  
**P.O. Number:** C BUSS 1472

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



Description	Hours/Qty	Rate	Amount
Pool Chemicals - Trichlor		96.20	96.20
Pool Chemicals - Liquid Bleach		12.35	12.35
Pool Chemicals - Sulfuric Acid		9.57	9.57
<b>Total</b>			<b>\$118.12</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$118.12</b>

RECEIVED  
FEB 08 2024  
BY: \_\_\_\_\_

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 payable is incorrect and indicate change on this side.

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

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

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

0000000007540600100000001567380000008500067


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 2/11/2024 Invoice 156738B PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
2/1/2024	Water Management - Monthly		\$850.00	\$0.00	\$850.00

Please remit payment for this month's invoice.

lake maintenance  
1. 320.53800.46400  
 2/1/24

**RECEIVED**  
FEB 01 2024  
BY: \_\_\_\_\_

Credits	\$0.00
Adjustment	\$0.00
<b>AMOUNT DUE</b>	

**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

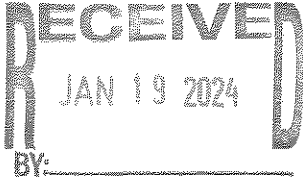

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

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

# Invoice

**Invoice #:** 497  
**Invoice Date:** 1/19/2024  
**Due Date:** 1/19/2024  
**Case:**  
**P.O. Number:** C BUSS 1404

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

Description	Hours/Qty	Rate	Amount
Pool Repair - Underwater acid wash, per return		1,430.00	1,430.00
Metal Stain Control		152.98	152.98
			
<p>General Facility Maintenance            1.330.57200.46000   1/19/24</p>			

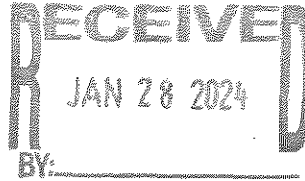
<b>Total</b>	<b>\$1,582.98</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$1,582.98</b>


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

# Invoice

Invoice #: 492  
 Invoice Date: 12/14/2023  
 Due Date: 12/14/2023  
 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 November 1 - November 30, 2023		1,517.70	1,517.70
Maintenance Supplies		2,168.45	2,168.45
<ul style="list-style-type: none"> <li>General Facility maintenance - \$ 1,759.90 1.330.57200.46000</li> <li>Amenity Repairs &amp; replacements - \$1,723.62 1.330.57200.46100</li> <li>Janitorial Supplies - \$157.26 1.330.57200.46201</li> <li>Office Supplies - \$45.37 1.330.57200.51000</li> </ul>			
 12/20/23			

*Jerry Lambert*  
 12-21-23

<b>Total</b>	<b>\$3,686.15</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,686.15</b>



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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
11/1/23	3.68	R.A.	Removed debris from amenity center, pool, common areas, playground, tennis court and roadways, straightened and organized pool deck furniture, checked and changed all trash receptacles, emptied and restocked dog waste receptacles, finished installing retention shims and drilling holes for bolt placement, installed new bolts and hex nuts and tightened
11/2/23	4.72	R.A.	Blew leaves and debris off pool deck and walkways, installed new HVAC filters and ordered new ones, picked up supplies, straightened and organized pool deck and patio furniture, removed debris from amenity center, pool, common areas, playground, tennis courts and roadways, checked and changed all trash receptacles, finished installing bolts and nuts for re-enforcement shims
11/3/23	2.62	R.A.	Cleaned up pool pack area, returned scaffolding, checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
11/6/23	4.7	R.A.	Adjusted hinge point for lock rod to unlock easier due to residents bending up locking rod causing gate to jam and difficult to unlock, picked up supplies, shimmed up gate, adjusted gate hinge point, drilled and bolted gate caster wheel to gate to assist in opening, picked up Christmas tree, painted picnic table and park bench
11/13/23	2.5	R.A.	Fixed and installed broken brick that fell off entrance column, picked up supplies, assisted with Christmas decorations
11/14/23	4.16	R.A.	Hung Christmas garland and decoration around amenity center fence, hung wreaths, checked to make sure Christmas lights were operating properly, repaired lights not functioning, started hanging lights
11/15/23	3.4	R.A.	Hung outdoor Christmas lights around amenity center roof
11/16/23	2	R.A.	Hang snowflakes Christmas decorations, hung new wreath, picked up supplies
11/17/23	2.69	R.A.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
11/20/23	2.5	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
11/22/23	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
11/29/23	2.75	R.A.	Removed dirt from street curbs between Night Owl and Persimmon, emptied and restocked dog waste receptacles, checked and changed all trash receptacles
<b>TOTAL</b>	<u><u>37.72</u></u>		
<b>MILES</b>	<u><u>20</u></u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 12/05/23

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	11/6/23	4" Rubber Caster	28.67	R.A.
	11/6/23	5/16" Nuts/Washers/Lock Washers	4.57	R.A.
	11/6/23	5/16"x3" Hex Bolts 5pc	8.50	R.A.
	11/6/23	1"x2"x2' Sanded Board 4pk	8.03	R.A.
	11/6/23	9' Sparkling Amelia Christmas Tree	458.85	R.A.
	11/6/23	Deckover Paint	51.73	R.A.
	11/6/23	9" Textured Roller	12.05	R.A.
	11/6/23	12"x1/2" Knit Poly Roller	6.64	R.A.
	11/6/23	2" Flat Basic Brush	4.58	R.A.
	11/7/23	Ornaments 75ct (4)	137.91	M.C.
	11/7/23	Assorted Cable Ties 650ct	25.30	M.C.
	11/7/23	24" Poinsettia Wreath (8)	137.82	M.C.
	11/8/23	Ornament Hooks	1.21	M.C.
	11/8/23	Small Gold Ornaments (4)	19.63	M.C.
	11/8/23	Small Silver Ornaments (4)	19.63	M.C.
	11/8/23	Silver Pinecone Cluster (4)	9.25	M.C.
	11/8/23	Gold Clip Poinsettias (12)	27.74	M.C.
	11/8/23	Red Clip Poinsettias (12)	27.74	M.C.
	11/8/23	Silver Clip Poinsettias (12)	27.74	M.C.
	11/8/23	Red Velvet Clip Poinsettias (40)	63.32	M.C.
	11/10/23	2x4x10 Pressure Treated Boards (8)	58.70	J.S.
	11/13/23	Gorilla Ultimate Construction Adhesive	13.78	R.A.
	11/16/23	9' Berry Prelit Garland	57.48	M.C.
	11/16/23	48" Prelit Wreath	113.85	M.C.
	11/16/23	100' Green Wire	6.06	R.A.
	11/16/23	Jumbo White Snowflakes (50)	246.02	M.C.
	11/21/23	Galvanized Wire 250' (2)	13.64	M.C.
	11/27/23	Kettlebell Set 6pc	172.81	M.C.
	11/27/23	Kettlebell Rack	100.75	M.C.
	11/27/23	Gym Wipes 3200 wipes	101.87	M.C.
	12/5/23	Airwick Plugin	18.96	M.C.
	12/5/23	Toilet Paper (2)	72.32	M.C.
	12/5/23	Clorox Toilet Bowl Cleaner 6pk (2)	29.42	M.C.
	12/5/23	Paper Towels	36.56	M.C.
	12/5/23	Epson Colored Printer Ink	45.37	M.C.
		<b>TOTAL</b>	<b><u>\$2,168.45</u></b>	

# Service Slip/Invoice



Turner Pest Control LLC  
 P.O. Box 952503  
 Atlanta, GA 31192-2503  
 904-355-5300

**INVOICE:** 618608120  
**DATE:** 1/18/2024  
**ORDER:** 618608120

**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-1499 • Toll Free: 800-225-5305 • turnerpest.com

Bill To: [347869]  
 Pineridge Plantation  
 Amanda Rentsch  
 4200 Pine Ridge Pkwy  
 Middleburg, FL 32068-9216

Bill From: [347869] 904-291-8878  
 Location: Pineridge Plantation  
 Amanda Rentsch  
 4200 Pine Ridge Pkwy  
 Middleburg, FL 32068-9216

Work Date	Time	Target Pest	Technician	Time In
1/18/2024	11:42 AM	GHP		11:42 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
JOHN	NET 30	1/18/2024		12:26 PM
Service	Description	Price		

CPCQ


Commercial Pest Control - Quarterly Service

\$117.42

**RECEIVED**  
 JAN 19 2024  
 BY: \_\_\_\_\_

**SUBTOTAL:** \$117.42  
**TAX:** \$8.22  
**AMT. PAID:** \$0.00  
**TOTAL:** \$125.64

**AMOUNT DUE: \$125.64**

General Facility Maintenance  
 1-330.57200.46000  
 1/19/24



TECHNICIAN SIGNATURE

CUSTOMER SIGNATURE

Turner Pest Control LLC is not responsible for the damage or loss of property caused by insects or rodents. The price of service may vary subject to the rate of the term and the pest control. All prices are in US dollars and are subject to change without notice. Copyright © 2018 Turner Pest Control LLC. All rights reserved.

Turner Pest Control LLC is not responsible for the damage or loss of property caused by insects or rodents. The price of service may vary subject to the rate of the term and the pest control. All prices are in US dollars and are subject to change without notice. Copyright © 2018 Turner Pest Control LLC. All rights reserved.

**PLEASE PAY FROM THIS INVOICE**



# Jacksonville Carriage Co LLC

12558 Old Kings Rd  
Jacksonville, FL 32219  
(904) 766-3933  
www.JaxCarriage.Com

# Invoice

Number: 20242826

Date: 2/23/2024

**Bill To:**

Maria Cranford  
Pine Ridge Plantation Amenity Manager  
Riverside Management Services, Inc.  
(904) 572-8107 c  
(904) 291-8878 w

**Event Location:**

Pine Ridge Plantation  
4200 Pine Ridge Parkway  
Middleburg, FL, 32068

Customer Email	Terms	Sales Rep
prmgr@riversidemgtsvc.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
3/30/2024	Pony	Pony Carousel			
	Zoo	Petting Farm			
	Time	3:00pm - 6:00pm			
	Note	Bad weather rescheduling must be done by 03/29/2024 or balance is due.			
	Balance	Balance due on arrival.		\$2,600.00	\$2,600.00

Please review this invoice to ensure it accurately reflects our agreement.  
Add 4% for payments by credit card.

*Thank You for your business!*  
Bieni@JaxCarriage.Com

**RECEIVED**  
FEB 26 2024  
BY: \_\_\_\_\_

**Total** \$2,600.00

**WARNING**

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

Special Events

1.330.57200.60100

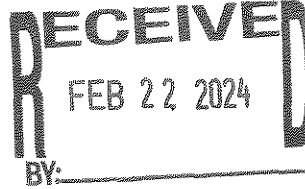
*W* 2/26/24


**Riverside Management Services, Inc**  
 9656 Florida Mining Blvd. W.  
 Building 300, Suite 305  
 Jacksonville, FL 32257

# Invoice

Invoice #: 500  
 Invoice Date: 2/19/2024  
 Due Date: 2/19/2024  
 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 January 1 - January 31, 2024		1,544.40	1,544.40
Maintenance Supplies		1,617.89	1,617.89
<ul style="list-style-type: none"> <li>◦ General Facility Maintenance \$1,544.40 1.336.57200.46000</li> <li>◦ Amenity Repairs - Replacements - \$1,469.64 1.330.57200.46100</li> <li>◦ Janitorial Supplies - \$148.25 1.330.57200.46201</li> </ul>			
 2/20/24  Jerry Lambert 2-22-24			

<b>Total</b>	<b>\$3,162.29</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$3,162.29</b>

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF JANUARY 2024**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/1/24	2	F.S.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/3/24	2	F.S.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/8/24	1.57	R.A.	Picked up fence material to secure light pole bases on basketball courts
1/10/24	6.4	R.A.	Collected wreaths from main road pillars near school, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, picked up supplies, cut panels from chain link and tension bars for proper length, strung tension bars and hung panel while stretching, fastened panel with clamps and repeated process for six panels for light pole bases
1/11/24	2.88	R.A.	Threw away fence installation debris, assembled and installed four outdoor mobile pickleball frames with nets
1/12/24	5.2	R.A.	Removing Christmas decorations and storing them, picked up supplies, put decorations away, dry fit trash receptacles and cut electrical conduit to proper height, dug out plants and outlined wash out in rear of development
1/16/24	3.03	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/17/24	2.9	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/18/24	3.32	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/23/24	3.18	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/25/24	3.1	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/30/24	3.03	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles

**TOTAL**      38.61

**MILES**        0

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

**MAINTENANCE BILLABLE PURCHASES**

Period Ending 2/05/24

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	1/9/24	2x4' Pressure Treated (26)	229.63	J.S.
	1/9/24	Hex Nut 1/4" 100pc	8.80	J.S.
	1/9/24	Lock Washer 5/16" 100pc	22.72	J.S.
	1/9/24	Carriage Bolts 1/4" 100pc	22.48	J.S.
	1/10/24	2-3/8" Steel Tension Band (12)	41.12	R.A.
	1/10/24	6' Tension Bar (12)	157.04	R.A.
	1/10/24	30 Pack Fence Ties	10.09	R.A.
	1/10/24	Bolt Bag 20 Clamp Set	12.97	R.A.
	1/10/24	2-3/8" Steel Tension Band (12)	41.12	R.A.
	1/10/24	Bolt Bag 20 Clamp Set	12.97	R.A.
	1/12/24	42 Gallon Trash Bags 50ct (4)	122.98	M.C.
	1/12/24	Disposable Gloves 80ct	25.28	M.C.
	1/12/24	2"x20 yards Anti Skid Tape (2)	79.56	M.C.
	1/12/24	160 Qt Storage Tote with Wheels	42.53	R.A.
	1/12/24	160 Qt Storage Tote with Wheels	42.53	R.A.
	1/14/24	Hex Nut 1/4" 100pc	8.80	J.S.
	1/14/24	2-3/8 Steel Tension Band (8)	27.42	J.S.
	1/14/24	Roughneck 32 Gallon Cans	137.86	J.S.
	1/14/24	Hex Nut 5/16" 8	2.58	J.S.
	1/14/24	Carriage Bolt 5/16 (8)	6.35	J.S.
	1/14/24	Carriage Bolt 1/4" (10)	3.11	J.S.
	1/18/24	48" Round Folding Tables (4)	559.96	M.C.
		<b>TOTAL</b>	<b><u>\$1,617.89</u></b>	

**INVOICE**

**BrightView**

Landscape Services

Sold To: 24488830  
 Pine Ridge Plantation CDD  
 475 W Town Place Ste 114  
 St Augustine FL 32092

Customer #: 24488830  
 Invoice #: 8823909  
 Invoice Date: 2/29/2024  
 Sales Order: 8344162  
 Cust PO #:

Project Name: Pine Ridge CDD Proposal to replace inoperable battery valve  
 Project Description: Pine Ridge CDD - Proposal to replace inoperable battery valve

Job Number	Description	Qty	UM	Unit Price	Amount
	**Located next to the basketball / tennis courts and runs the rotors in the front of the courts				
346100576	Pine Ridge CDD Hunter Node 100 Controller	1.000	EA	325.00	325.00
	RainBird DC Latching Solenoid	1.000	EA	150.00	150.00
<p>Grounds Repair &amp; maintenance                      1.320, 53800, 46000                      3/1/24</p>					
<p><b>RECEIVED</b>                      MAR 01 2024                      BY: _____</p>				<p>Total Invoice Amount 475.00                      Taxable Amount                      Tax Amount                      Balance Due 475.00</p>	

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

**Payment Stub**

Customer Account #: 24488830  
 Invoice #: 8823909  
 Invoice Date: 2/29/2024

**Amount Due: \$ 475.00**

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





**INVOICE**

**Sold To:** 24488830  
Pine Ridge Plantation CDD  
475 W Town Place Ste 114  
St Augustine FL 32092

**Customer #:** 24488830  
**Invoice #:** 8823910  
**Invoice Date:** 2/29/2024  
**Sales Order:** 8344165  
**Cust PO #:**

**Project Name:** Pine Ridge CDD - Proposal to replace bad module on B clock  
**Project Description:** Pine Ridge CDD - Proposal to replace bad module on B clock

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD				
	Hunter 3-Station Module	1.000	EA	74.44	74.44
	Tech labor to change out module	1.000	HR	85.00	85.00
<p><i>Grounds repair &amp; maintenance</i>  <i>1.320.53800.46000</i>  <i>[Signature]</i> 3/1/24</p>					
<p><b>RECEIVED</b>  MAR 01 2024  BY: _____</p>					
<b>Total Invoice Amount</b>					159.44
<b>Taxable Amount</b>					
<b>Tax Amount</b>					
<b>Balance Due</b>					159.44

**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*

**Payment Stub**

Customer Account #: 24488830  
Invoice #: 8823910  
Invoice Date: 2/29/2024

**Amount Due: \$ 159.44**

*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



**INVOICE**

**Sold To:** 24488830  
 Pine Ridge Plantation CDD  
 475 W Town Place Ste 114  
 St Augustine FL 32092

**Customer #:** 24488830  
**Invoice #:** 8823911  
**Invoice Date:** 2/29/2024  
**Sales Order:** 8344171  
**Cust PO #:**

**Project Name:** Pine Ridge CDD - Proposal to raise heads along Tynes Blvd buried by construction dirt  
**Project Description:** Pine Ridge CDD - Proposal to raise heads along Tynes Blvd buried by construction dirt

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD Dig out and replace 6" spray heads	20.000	EA	69.00	1,380.00
<p><i>Grounds Repair &amp; maintenance</i>  <i>1.320.538000.46000</i>  <i>W [Signature] 3/1/24</i></p>					
<p><b>RECEIVED</b>  <b>MAR 01 2024</b>            BY: _____</p>					
<p><b>Total Invoice Amount</b></p>					1,380.00
<p><b>Taxable Amount</b></p>					
<p><b>Tax Amount</b></p>					
<p><b>Balance Due</b></p>					1,380.00

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*

**Payment Stub**

Customer Account #: 24488830  
 Invoice #: 8823911  
 Invoice Date: 2/29/2024

**Amount Due: \$ 1,380.00**

*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



**INVOICE**

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

Customer #: 24488830  
 Invoice #: 8805529  
 Invoice Date: 3/1/2024  
 Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For March  <i>Landscape maintenance            1.320.53800.46200            [Signature] 2/28/24</i>	12,853.00
<b>RECEIVED</b> <b>FEB 28 2024</b> BY: _____		
<b>Total invoice amount</b> <b>Tax amount</b> <b>Balance due</b>		12,853.00 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](mailto: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 #: 8805529  
 Invoice Date: 3/1/2024

<b>Amount Due:</b>	<b>\$12,853.00</b>
--------------------	--------------------

*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

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 252  
Invoice Date: 3/1/24  
Due Date: 3/1/24  
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 - March 2024		437.50	437.50
Website Administration - March 2024		100.00	100.00
Information Technology - March 2024		133.33	133.33
Management Fees - March 2024		4,313.33	4,313.33
Office Supplies		0.39	0.39
Postage		45.26	45.26
Copies		23.70	23.70
Telephone		0.25	0.25

**RECEIVED**  
MAR 05 2024  
BY: \_\_\_\_\_

<b>Total</b>	<b>\$5,053.76</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,053.76</b>

Matt Edmonson  
(386) 931-6948

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE:02/28/2024

Security/Monitoring  
1.330.57260.34506  
C 3/1/24

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

FOR:  
[prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
01-12-2024	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4	\$50.00	\$200.00
	Made contact with 2 citizens at pool				
	Patrolled Neighborhood				
01-26-2024	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4	\$50.00	\$200.00
	Made contact with 2 citizens at pool				
	Patrolled Neighborhood				
DEPUTY SIGNATURE:	TOTAL				\$400.00

RECEIVED  
MAR 01 2024  
BY: \_\_\_\_\_

Make all checks payable to Matthew Edmonson



Michael Layne  
[REDACTED]  
(904)509-0828

# CCSO OFF-DUTY INVOICE

INVOICE DATE  
DATE: FEBRUARY 2024

*Security/Monitoring*  
*1-390.57200.34500*  
*[Signature]* *3/1/24*

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

**FOR:**  
[prmqr@riversidemgtsvc.com](mailto:prmqr@riversidemgtsvc.com)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
02/03/2024	Checked amenity center, neighborhood patrol, checked the amenity center, citizen contact, provided directions to a lost motorist, neighborhood patrol, checked the amenity center, and patrolled the neighborhood.	2200/0200	4.0	\$50.00	\$200.00
02/17/2024	Amenity center checked (Key box open and no key inside), neighborhood patrol, rained all night.	2130/0130	4.0	\$50.00	\$200.00
DEPUTY SIGNATURE:	<i>Michael C. Layne</i>		8.0	\$50.00	\$400.00
Total					
Make all checks payable to Michael Layne					
Thank you for your business!					

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

**General Fund**

**Check Request**

Date	Amount	Authorized By
March 4, 2024	\$82,202.00	Marilee Giles

Payable to:

Pine Ridge Plantation CDD #37
-------------------------------

Date Check Needed:

Budget Category:

ASAP	1.300.58100.10000
------	-------------------

Intended Use of Funds Requested:

FY24 CAPITAL RESERVE TRANSFER #322381
<i>(Attach supporting documentation for request.)</i>



# Pine Ridge Plantation

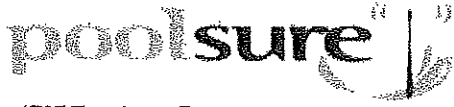
Community Development District

## Capital Reserve Fund

### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending January 31, 2024

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



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

# Invoice

Date 3/1/2024

Invoice # 131295620157

Terms	Net 20
Due Date	3/21/2024
PO #	

<b>Bill To</b> GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	<b>Ship To</b> 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

**RECEIVED**  
FEB 16 2024  
BY: \_\_\_\_\_

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

*Pool Chemicals*  
*1.330.57200.46500*  
*W [Signature] 2/16/24*

**Remittance Slip**

Customer  
13GMS100  
Invoice #  
131295620157

Amount Due \$1,592.54  
Amount Paid \_\_\_\_\_  
Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295620157

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

# Invoice

Invoice #: 501  
 Invoice Date: 2/29/2024  
 Due Date: 2/29/2024  
 Case:  
 P.O. Number:

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

Description	Hours/Qty	Rate	Amount
<p>Pressure Washing Services 1/23/24 - 1/24/24</p> <p>Grounds Repair &amp; maintenance            1.320,53800,46000</p> <p><i>[Signature]</i> 2/29/24</p> <p><b>RECEIVED</b>            FEB 29 2024            BY: _____</p> <p><i>[Signature]</i>            2-29-24</p>		1,738.75	1,738.75

<b>Total</b>	<b>\$1,738.75</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$1,738.75</b>

Riverside Management Services, Inc.

9666 Florida Mining Blvd. W. Bldg. 300, Suite 305, Jacksonville, Florida 32257

Service Detail

Bill To: Pine Ridge Plantation

Invoice Date: 2/1/24

Due Date: Upon Receipt

Amount Due: \$ 1,738.75

---

<u>Description</u>	<u>Amount</u>
--------------------	---------------

Pressure Cleaning of the following:

1/23/24	Pressure washed curbs, sidewalks at the amenity center parking lot. Pressure washed playground curbs and sidewalks	\$ 1,062.75
1/24/24	Pressure washed remaining curbs, gutters and sidewalks. Pressure washed pavers on patio and two entryway signs	\$ 676.00

TOTAL AMOUNT DUE: \$ 1,738.75

Should you have any questions, please contact Jerry Lambert @ (904) 288-7667 or [jlambert@mmsnf.com](mailto:jlambert@mmsnf.com)

Remit Payment

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

# Invoice

**Invoice #:** 499  
**Invoice Date:** 3/1/2024  
**Due Date:** 3/1/2024  
**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 - March 2024		775.33	775.33
1.330.57200.46400- Pool Maintenance Services - March 2024		1,192.50	1,192.50
1.330.57200.34000- Contract Administration - March 2024		2,135.83	2,135.83
1.330.57200.34100-Facility Management - Pine Ridge Plantation - March 2024		5,618.83	5,618.83

*Jerry Lambert*  
 3-5-24

<b>Total</b>	<b>\$9,722.49</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$9,722.49</b>

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

# Invoice


Invoice #: 502  
Invoice Date: 3/7/2024  
Due Date: 3/7/2024  
Case:  
P.O. Number: C BUSS 1561

**Bill To:**


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

Description	Hours/Qty	Rate	Amount
Pool Chemicals - Trichlor		288.59	288.59
Pool Chemicals - Liquid Bleach		24.70	24.70
Pool Chemicals - Muriatic Acid		24.46	24.46
Pool Chemicals - Phosphate Remover		10.18	10.18
<b>Total</b>			<b>\$347.93</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$347.93</b>

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

VISA   
CARD NUMBER: \_\_\_\_\_  
EXPIRES: \_\_\_\_\_  
NAME: \_\_\_\_\_

ADDRESSEE

Please check this box if you are paying for a recurring invoice.

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

ACCOUNT NUMBER	DATE	BALANCE
719342	3/1/2024	\$850.00


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

00000000754060010000001634450000008500061

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 3/11/2024 Invoice 163445B PO #**

Invoice Date	Description	Quantity	Amount	Tax	Total
3/1/2024	Water Management - Monthly		\$850.00	\$0.00	\$850.00
<p>lake maintenance 1.320.53800.46400  3/4/24</p>					
Please remit payment for this month's invoice.				<b>Credits</b>	\$0.00
				<b>Adjustment</b>	\$0.00
					<b>AMOUNT DUE</b>

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

<b>Total Account Balance including this invoice:</b>	\$850.00	<b>This Invoice Total:</b>	\$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



KEATINGS COMMUNICATIONS  
9044659935  
1275 The Grove Rd.  
Orange Park, FL 32073

Security/Monitoring  
1. 330. 57200. 34500  
*[Signature]* 1/26/24

Billed To  
Maria Cranford  
Riverside Management  
Services

Date of Issue  
01/24/2024  
  
Due Date  
01/24/2024

Invoice Number  
20220103h  
  
Reference  
Full Upgrade/Update

Amount Due (USD)  
**\$2,970.00**

Description	Rate	Qty	Line Total
Cloud Monthly Cloud Based recording 7 day option. (NAS Storage for additional)	\$270.00	11	\$2,970.00
	<b>Subtotal</b>		2,970.00
	<b>Tax</b>		0.00
	<b>Total</b>		2,970.00
	<b>Amount Paid</b>		0.00
	<b>Amount Due (USD)</b>		<b>\$2,970.00</b>

Terms  
Paid by check

Keatings Communications

Due 2/10/2024



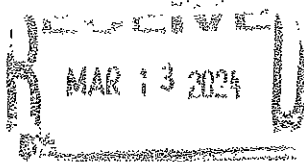


Please include Customer Number and make checks payable to: Clay County Sheriff's Office

**General Invoice**

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
PINE RIDGE PLANTATION CDD	03/06/2024	221	\$0.00	03/21/2024	\$75.00		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
OFF DUTY ADMIN FEBRUARY 2024	8.00	\$5.000000	EACH	\$40.00	\$0.00	\$0.00	\$40.00
OFF DUTY SCHEDULING FEE	1.00	\$35.000000	EACH	\$35.00	\$0.00	\$0.00	\$35.00
<b>Invoice Total:</b>							<b>\$75.00</b>



✂ 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	03/06/2024
Invoice Number	221
Customer Number	79
Amount Paid	
Due Date	03/21/2024
<b>Invoice Total Due</b>	<b>\$75.00</b>

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**

03/06/2024

**CLIENT ADDRESS**

EVENT	DATE	DESCRIPTION	PERSONNEL	HOURS or QUANTITY	RATE	TOTAL
1	02/03/24 0000 - 02/03/24 0000	PINE RIDGE	Michael Layne 02/03/24 2200 - 02/04/24 0200	4.00	\$ 0.00	\$ 0.00
				<b>EVENT TOTAL:</b>	<b>(hrs) 4.00</b>	<b>\$ 0.00</b>
2	02/17/24 0000 - 02/17/24 0000	PINE RIDGE				

Michael Layne			
02/17/24 2130 - 02/18/24	4.00	\$	\$ 0.00
0130		0.00	

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<b>EVENT TOTAL:</b>	<b>(hrs) 4.00</b>		<b>\$ 0.00</b>
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<b>INVOICE TOTAL:</b>	<b>(hrs) 8.00</b>		<b>\$ 0.00</b>
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Always Improving LLC dba Fitness Pro  
 1400 Village Square Blvd #3-293  
 Tallahassee, FL 32312  
 (850) 523-8882  
 tracy@wearefitnesspro.com  
 www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
 Tallahassee, FL 32312  
 850-523-8882

Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

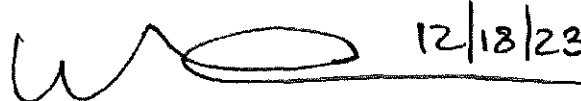
31105                      12/07/2023                      \$843.99                      12/22/2023                      Net 15

**SERVICE REQUEST 38036 - REPAIRS IDENTIFIED DURING OCTOBER PM**

<b>2a. Parts</b>	Oct 9, 2023: Parts for Repair: Handpulse Plate SF (B130077)	4	2.00	8.00
<b>2a. Parts</b>	Oct 9, 2023: Parts for Repair: 1100m/m_Handpulse Wire(White) SF (E030036)	1	6.00	6.00
<b>2a. Parts</b>	Oct 9, 2023: Parts for Repair: 1100m/m_Handpulse Wire(Red) SF (E030036-01)	1	6.00	6.00
<b>2a. Parts</b>	Oct 9, 2023: Parts for Repair: RUNNING BELT SF (H0743255T-R3)	1	400.00	400.00
<b>2b. Shipping/ Handling</b>	Oct 9, 2023: Shipping and Handling Estimate: Spirit Repair	1	42.00	42.00
<b>2a. Parts</b>	Oct 9, 2023: Parts for Repair: 8 1/2" Roller FCP (PARA146)	2	74.24	148.48
<b>2b. Shipping/ Handling</b>	Oct 9, 2023: Shipping and Handling Estimate: Rollers	1	29.72	29.72
<b>1. Return Labor</b>	Dec 6, 2023: Estimated Labor - All parts received. Tech replaced roller. Tech replaced tread belt and flipped deck on treadmill. Tech replaced 4 HR sensors on another treadmill. Both units test correct	2	90.00	180.00
	Service Request Details/Notes: 1. Paramount Lat pulldown/ seated Row Model FS53 SN: FS530809007 needs new knee pad covers due to wear and damage. 2. Spirit Treadmill Model:XT685 SN:6858152104013342 needs new HR grips, missing detector straps on left and right. 3. Spirit Treadmill XT685 sn:6858152104013343 belt and deck showing wear. Should flip deck and replace belt soon			
<b>Processing Fee</b>	Processing Fee		820.30	0.029
				23.79

BALANCE DUE

**\$843.99**

*Amenity Repairs + Replacements*  
*1. 330. 57200. 46100*  
 *12/13/23*

**KUTAK ROCK LLP**

**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 13, 2024

**Check Remit To:**  
Kutak Rock LLP  
PO Box 30057  
Omaha, NE 68103-1157



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

Invoice No. 3366044  
16423-1

---

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

01/09/24	W. Haber	0.30	78.00	Review agenda package
01/13/24	L. Whelan	0.50	192.50	Monitor legislative process relating to matters impacting special districts
01/16/24	W. Haber	1.40	364.00	Prepare for and participate in Board meeting
01/18/24	A. Warner	0.60	75.00	Prepare agreement for painting services with Tito's Painting
01/19/24	W. Haber	0.40	104.00	Review and revise agreement for painting services and confer with Soriano regarding same
01/22/24	W. Haber	0.40	104.00	Review and revise RFQ award letters for engineering services
01/25/24	W. Haber	0.20	52.00	Confer with Giles and Sweeting regarding agreement for reserve study
TOTAL HOURS		3.80		

**KUTAK ROCK LLP**

Pine Ridge CDD

March 13, 2024

Client Matter No. 16423-1

Invoice No. 3366044

Page 2

TOTAL FOR SERVICES RENDERED \$969.50

TOTAL CURRENT AMOUNT DUE \$969.50

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT**

*General Fund*

**Check Request**

Date	Amount	Authorized By
March 19, 2024	\$425,000.00	Bernadette Peregrino

Payable to:

State Board of Administration #45
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Date Check Needed:

Budget Category:

ASAP	1-300-15100-10000
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Intended Use of Funds Requested:

Excess Fund Transfer #322380
<i>(Attach supporting documentation for request.)</i>

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/02/24	00028	1/18/24	01182024	202401	320	53800	61000		ROLLING PICKLEBALL NET PRACTICE SPORTS INC	*	2,334.00	2,334.00	000061
2/15/24	00030	2/12/24	13658	202402	320	53800	61000		AWNING COVERS REPLACE DEP BOREE CANVAS UNLIMITED INC	*	3,379.50	3,379.50	000062
2/15/24	00029	1/12/24	24-00238	202401	320	53800	61000		50% DEP EXTERIOR PAINT EDWIN ARCE DBA TITO'S	*	8,249.50	8,249.50	000063
2/15/24	00029	1/12/24	24-00238	202401	320	53800	61000		FINAL PAY EXTERIOR PAINT EDWIN ARCE DBA TITO'S	*	8,249.50	8,249.50	000064
3/11/24	00001	3/05/24	1757	202403	310	51300	49000		RESERVE STUDY UPDATE RESERVE STUDY UPDATE COMMUNITY ADVISORS, LLC	* V	2,800.00 2,800.00-	.00	000065
TOTAL FOR BANK B											22,212.50		
TOTAL FOR REGISTER											22,212.50		





Thanks for shopping with us

Hi Jay,

Congrats, our records show your order has been completed in our system. You should have received a separate email if there was tracking associated with your order. Please let us know if you have any other questions or concerns.

Thanks again for your business!

[Order #PS239824]

Product	Quantity	Price
Rolling Portable Pickleball Net SKU: PB-FRAME	6	\$2,334.00
<b>Subtotal:</b>		\$2,334.00
<b>Shipping:</b>		We will contact you in 1 business day with a shipping quote.
<b>Payment method:</b>		Purchase Order
<b>Total:</b>		\$2,334.00

Tracking information

Your tracking number: ZB8843544060 by FedEx  
File: 239824\_1\_0.pdf

Tax information

- Tax Exempt ID: 85-9013570524C-4
- Tax Exempt Name: Pine Ridge Plantation Community Development District

Billing address

Jay Soriano  
GMS llc  
475 west town place  
St. Augustine, FL 32092  
9043421441  
jsoriano@gmsllc.com

Shipping address

Jay Soriano  
GMS llc  
4200 Pine Ridge Parkway  
Middletown, FL 32068  
jsoriano@gmsllc.com  
9043421441

Capital Outlay  
2-320.53800.60000  
u 1/18/24

Thanks for shopping with us.

[You agreed to our terms and conditions.](#)



# PURCHASE ORDER

Pine Ridge Plantation CDD  
 c/o Governmental Management Services

177 West Coast Pkwy, Suite 333  
 St. Augustine, FL 32087

PO NUMBER  
 DATE January 3, 2024  
 PO #

Quote/order # PPS239824

VENDOR Practice Sports, Inc  
[www.practicesports.com](http://www.practicesports.com)  
 14706 Cates Rd. Omaha, NE 68138

SHIP TO Joy Soriano  
 370 Oakleaf Village Pkwy  
 Orange Park, FL 32065  
 904342-1141

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE
-----------------	----------------	---------------

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
6.00	PB-FRAME	Rolling Portable Pickleball Net	PR pickleball cts	\$389	\$ 2,334.00
1.00		Freight			
				SUBTOTAL	\$ 2,334.00
				SALES TAX	
				TOTAL	\$ 2,334.00

\_\_\_\_\_  
 Maria Cranford 1/2/24  
 Buyer Date

\_\_\_\_\_  
 Buyer Date

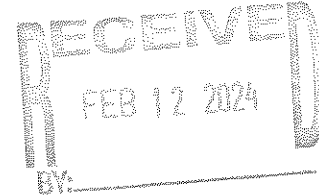
BOREE CANVAS UNLIMITED, INC

4635 HIGHWAY AVENUE  
 JAX, 32254  
 (904) 388-8770 - (800) 396-6770  
 WEBSITE: www.boreecanvas.com


# Invoice

DATE	INVOICE #
2/12/2024	13658

<b>BILL TO</b>
PINE RIDGE PLANTATION CDD 4200 PINE RIDGE PKWY MIDDLEBURG, FL 32068



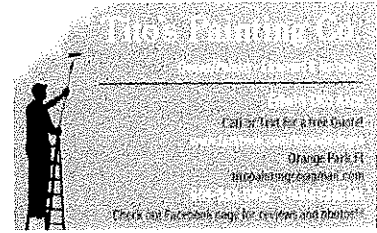
P.O. NO.	TERMS
	50% DP / BAL C.O...

DESCRIPTION	QTY	RATE	AMOUNT
(3) FREE-STANDING GABLE CANOPIES @ POOL AREA BALANCE DUE AT COMPLETION	1	6,759.00 -50.00%	6,759.00T -3,379.50
Sales Tax		0.00%	0.00
REMOVE AWNING COVER IN EXCESS OF 75MPH WINDS			
<i>Capital Repair/Replacement</i> <i>2.320.53800.61000</i>  <i>2/12/24</i>			
50% DEPOSIT REQUIRED (SEE PROPOSAL) THANK YOU!		<b>Total</b>	\$3,379.50

# INVOICE

**TITO'S PAINTING COMPANY LLC**  
 10309 Scott Mill Rd  
 Jacksonville, FL 32257-6226

Titopaintingco@gmail.com  
 904-343-9992  
<https://www.facebook.com/Titopaintingco>



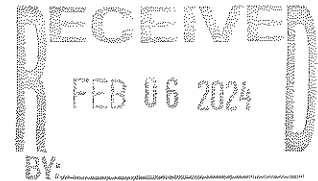
Pine Ridge Plantation Pool

**Bill to**

Pine Ridge Plantation Pool  
 4200 Pine Ridge Pkwy  
 Middleburg FL 32068

**Invoice details**

Invoice no.: 24-002388 **A**  
 Invoice date: 01/12/2024



#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Add'l services</b> Pressure washing of building. Preparation- Applying conditioner was needed to building, caulking where needed, covering windows. Painting of all walls, trim around pillars & Eve/ fascia around entire building.		0	\$14,725.00	\$14,725.00
2.		<b>Added Equipment</b> Rental of Lift-boom - Receipt can be provided upon request.		0	\$1,774.00	\$1,774.00
3.		<b>Materiales</b> Quote includes labor, materials & Paint - Paint Brand: Sherwin Williams		0	\$0.00	\$0.00
4.		<b>Acceptable payment options</b> Payment accepted: CashApp, Venmo, CASHIER CHECK, Cash & Credit cards (Fee associated). NO PERSONAL CHECKS!		0	\$0.00	\$0.00

Total

~~\$16,499.00~~

Ways to pay



\$8,249.50

Note to customer

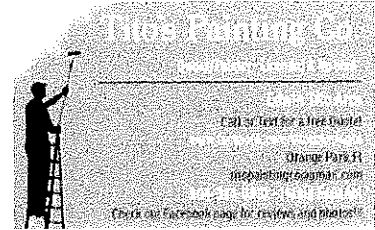
Thank you for your business.

Capital  
 Repair & Replacement  
 2.320.53800.61000

*[Handwritten Signature]* 2/6/24

# INVOICE

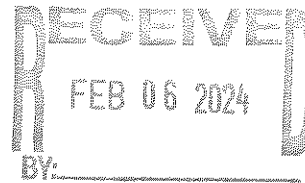
**TITO'S PAINTING COMPANY**    Titopaintingco@gmail.com  
 LLC    904-343-8992  
 10309 Scott Mill Rd    https://www.facebook.com/Titopaintin  
 Jacksonville, FL 32257-6226    gco



Pine Ridge Plantation Pool

**Bill to**

Pine Ridge Plantation Pool  
 4200 Pine Ridge Pkwy  
 Middleburg FL 32068



**Invoice details**

Invoice no.: 24-002388

Invoice date: 01/12/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		<b>Add'l services</b> Pressure washing of building. Preparation- Applying conditioner was needed to building, caulking where needed, covering windows. Painting of all walls, trim around pillars & Eve/acia around entire building.		0	\$14,725.00	\$14,725.00
2.		<b>Added Equipment</b> Rental of Lift-boom - Receipt can be provided upon request.		0	\$1,774.00	\$1,774.00
3.		<b>Materiales</b> Quote includes labor, materials & Paint - Paint Brand: Sherwin Williams		0	\$0.00	\$0.00
4.		<b>Acceptable payment options</b> Payment accepted: CashApp, Venmo, CASHIER CHECK, Cash & Credit cards (Fee associated). NO PERSONAL CHECKS!		0	\$0.00	\$0.00

Total

~~\$16,499.00~~

**Ways to pay**



\$8,249.50

**Note to customer**

Thank you for your business.

Capital  
 Repair & Replacement  
 2.320.53800.61000

*[Handwritten Signature]* 2/6/24