

PINE RIDGE PLANTATION
Community Development District

July 23, 2024

AGENDA

Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.pineridgeplantationcdd.com

July 16, 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, July 23, 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. Fiscal Year 2025 Budget
 - A. Overview of Budget
 - B. Public Hearing to Consider the Adoption of the Fiscal Year 2025 Budget
 - C. Consideration of Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025
 - D. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025
- IV. Consideration of Partial Release of Construction Easement
- V. Staff Reports
 - A. Attorney
 - B. District Manager – Discussion of Fiscal Year 2025 Meeting Schedule
 - C. Engineer

- D. Amenity & Operations Manager
 - 1. Landscape Quality Inspection Report
 - 2. Report

VI. Public Comments / Supervisor's Requests

VII. Approval of Consent Agenda

- A. Approval of the Minutes of the May 21, 2024 Meeting
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending May 31, 2024
- C. Assessment Receipts Schedule
- D. Approval of Check Register

VIII. Next Scheduled Meeting – 09/17/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

IX. Adjournment

THIRD ORDER OF BUSINESS

A.

Pine Ridge Plantation

Community Development District

Approved Budget

FY 2025

July 23, 2024



Table of Contents

| | |
|-----|--------------------------------------|
| 1-2 | <u>General Fund</u> |
| 3-6 | <u>Narratives</u> |
| 7-9 | <u>Debt Service Fund Series 2020</u> |
| 10 | <u>Capital Reserve Fund</u> |
| 11 | <u>Assessment Schedule</u> |

Pine Ridge Plantation
Community Development District
Approved Budget
General Fund

| Description | Amended Budget FY2024 | Actuals Thru 5/31/24 | Projected Next 4 Months | Projected Thru 9/30/24 | Approved Budget FY 2025 |
|-------------|-----------------------------|----------------------------|-------------------------------|------------------------------|-------------------------------|
|-------------|-----------------------------|----------------------------|-------------------------------|------------------------------|-------------------------------|

REVENUES:

| | | | | | |
|-------------------------------|-----------|-----------|---------|-----------|-----------|
| Special Assessments - On Roll | \$750,976 | \$750,178 | \$2,214 | \$752,392 | \$750,976 |
| Misc. Income/Facility Rental | 3,000 | 7,225 | 1,125 | 8,350 | 5,000 |
| Interest Earned | 12,500 | 13,405 | 9,600 | 23,005 | 12,500 |
| Carry Forward Surplus | 599,797 | 535,264 | 22,756 | 558,020 | 22,756 |

| | | | | | |
|-----------------------|--------------------|--------------------|-----------------|--------------------|------------------|
| TOTAL REVENUES | \$1,366,273 | \$1,306,072 | \$35,695 | \$1,341,767 | \$791,232 |
|-----------------------|--------------------|--------------------|-----------------|--------------------|------------------|

EXPENDITURES:

Administrative:

| | | | | | |
|--|---------|---------|---------|---------|---------|
| Supervisor Fees | \$8,000 | \$3,600 | \$2,000 | \$5,600 | \$8,000 |
| FICA Taxes | 612 | 275 | 153 | 428 | 612 |
| Engineer | 3,000 | 168 | 2,833 | 3,000 | 3,000 |
| Attorney | 20,000 | 3,029 | 7,766 | 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 | 3,500 | 1,750 | 5,250 | 5,565 |
| Trustee Fees | 4,100 | 4,041 | - | 4,041 | 4,100 |
| District Management Fees | 51,760 | 34,507 | 17,253 | 51,760 | 54,866 |
| Information Technology | 1,600 | 1,067 | 533 | 1,600 | 1,696 |
| Website Maintenance | 1,200 | 800 | 400 | 1,200 | 1,272 |
| Telephone | 500 | 74 | 75 | 149 | 500 |
| Postage & Delivery | 1,000 | 168 | 550 | 718 | 1,000 |
| General Liability and Public Officials Insurance | 9,223 | 9,223 | - | 9,223 | 10,146 |
| Printing & Binding | 1,500 | 259 | 800 | 1,059 | 1,500 |
| Legal Advertising | 2,500 | - | 500 | 500 | 1,500 |
| Other Current Charges | 600 | 264 | 160 | 424 | 600 |
| Office Supplies | 300 | 3 | 97 | 100 | 300 |
| Dues, Licenses & Subscriptions | 175 | 175 | - | 175 | 175 |

| | | | | | |
|-----------------------------|------------------|-----------------|-----------------|------------------|------------------|
| TOTAL ADMINISTRATIVE | \$120,670 | \$66,728 | \$38,645 | \$105,373 | \$124,517 |
|-----------------------------|------------------|-----------------|-----------------|------------------|------------------|

Operations & Maintenance

Grounds Maintenance

| | | | | | |
|-------------------------|-----------|-----------|----------|-----------|------------|
| Landscape Maintenance | \$154,236 | \$102,824 | \$51,412 | \$154,236 | \$ 161,948 |
| Lake Maintenance | 14,830 | 6,800 | 3,400 | 10,200 | \$ 14,830 |
| Electric | 2,500 | 1,334 | 728 | 2,062 | \$ 3,000 |
| Water | 26,000 | 14,541 | 8,919 | 23,460 | \$ 26,000 |
| Repairs and Maintenance | 22,000 | 13,928 | 8,072 | 22,000 | \$ 22,000 |
| Irrigation Repairs | 4,000 | 2,811 | 1,189 | 4,000 | \$ 4,000 |
| Contingencies | 4,451 | - | - | - | \$ 4,451 |

| | | | | | |
|----------------------------------|------------------|------------------|-----------------|------------------|------------------|
| Total Grounds Maintenance | \$228,017 | \$142,238 | \$73,720 | \$215,958 | \$236,229 |
|----------------------------------|------------------|------------------|-----------------|------------------|------------------|

Pine Ridge Plantation
Community Development District
Approved Budget
General Fund

| Description | Amended Budget FY2024 | Actuals Thru 5/31/24 | Projected Next 4 Months | Projected Thru 9/30/24 | Approved Budget FY 2025 |
|---------------------------------------|-----------------------------|----------------------------|-------------------------------|------------------------------|-------------------------------|
| <u>Amenity Center</u> | | | | | |
| Property Insurance | \$24,538 | \$24,538 | \$- | \$24,538 | \$ 27,728 |
| General Facility Maintenance | 18,700 | 13,864 | 4,836 | 18,700 | 24,200 |
| Repairs & Replacements | 27,500 | 7,295 | 11,852 | 19,147 | 24,200 |
| Recreational Passes | 500 | 768 | - | 768 | 500 |
| Office Supplies | 500 | 389 | 111 | 500 | 500 |
| Permit Fees | 780 | 476 | - | 476 | 780 |
| Contingency | 1,000 | 374 | - | 374 | 1,000 |
| Special Events | 15,000 | 11,455 | 3,545 | 15,000 | 15,000 |
| Security | 18,646 | 12,934 | 5,712 | 18,646 | 18,646 |
| <u>Utilities</u> | | | | | |
| Water & Sewer | 5,400 | 2,416 | 1,400 | 3,816 | 5,400 |
| Electric | 25,000 | 9,828 | 5,500 | 15,328 | 25,000 |
| Cable/Phone/Internet | 5,111 | 3,857 | 1,960 | 5,817 | 5,900 |
| Refuse Service | 10,787 | 7,147 | 3,668 | 10,815 | 11,040 |
| <u>Management Contracts</u> | | | | | |
| Amenity Management | 67,426 | 44,951 | 22,475 | 67,426 | 71,472 |
| Facility Assistant | 19,489 | 2,688 | 6,112 | 8,800 | 14,000 |
| Field Management Services | 25,630 | 17,087 | 8,543 | 25,630 | 27,168 |
| Lifeguards | 19,080 | 4,615 | 9,385 | 14,000 | 20,511 |
| Pool Maintenance | 14,310 | 9,540 | 4,770 | 14,310 | 16,500 |
| Pool Chemicals | 21,683 | 13,816 | 7,616 | 21,432 | 22,333 |
| Janitorial Service | 9,304 | 6,203 | 3,101 | 9,304 | 10,080 |
| Janitorial Supplies | 5,000 | 2,067 | 2,933 | 5,000 | 5,000 |
| Total Amenity Center | \$335,384 | \$196,308 | \$103,519 | \$299,827 | \$346,957 |
| TOTAL EXPENDITURES | \$684,071 | \$405,275 | \$215,884 | \$621,159 | \$707,703 |
| <u>Other Sources/(Uses)</u> | | | | | |
| Capital Reserve Transfer Out | (682,202) | (682,202) | - | (682,202) | (83,529) |
| TOTAL OTHER SOURCES/(USES) | \$(682,202) | \$(682,202) | \$- | \$(682,202) | \$(83,529) |
| EXCESS REVENUES (EXPENDITURES) | \$- | \$218,595 | \$(180,188) | \$38,406 | \$- |

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 and extra 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.

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.

Other Current Charges

This includes monthly bank charges, amortization schedules 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 Floirda Department of Commerce for \$175.

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.

| Vendor | Monthly | Annual |
|----------------------|----------------|---------------|
| 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.

| Vendor | Monthly | Annual |
|-----------------|----------------|-----------------|
| The Lake Doctor | \$875 | \$10,500 |
| Fish Stocking | | \$1,900 |
| RMS | \$158 | \$1,900 |
| Contingency | \$44 | \$530 |
| Total | \$1,078 | \$14,830 |

Electric

The District currently has the following accounts with Clay Electric.

| Account # | Vendor | Monthly | Annual |
|------------------|--------------------------------------|----------------|----------------|
| 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 |
| Total | | \$250 | \$3,000 |

Water

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

| Account # | Vendor | Monthly | Annual |
|------------------|-------------------------------------|----------------|-----------------|
| 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 | \$468 | \$5,612 |
| Total | | \$2,167 | \$26,000 |

Repair & Maintenance

Regular repair and maintenance of common area which includes pine straw/mulching, tree cutting, pressure washing of common area and backflow testing.

Irrigation Repairs

Miscellaneous irrigation repairs and maintenance cost for the District.

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 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.

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

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.

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

Electric

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

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

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 |
| Total | \$1,861 | \$22,333 |

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 |

Janitorial Supplies

All supplies needed for janitorial services.

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

Approved Budget Debt Service Series 2020A1 & A2 Special Assessment Bonds

| Description | Adopted Budget FY2024 | Actuals Thru 5/31/24 | Projected Next 4 Months | Projected Thru 9/30/24 | Approved Budget FY 2025 |
|-------------|-----------------------------|----------------------------|-------------------------------|------------------------------|-------------------------------|
|-------------|-----------------------------|----------------------------|-------------------------------|------------------------------|-------------------------------|

REVENUES:

| | | | | | |
|--------------------------------------|-----------|-----------|---------|-----------|-----------|
| Special Assessments-On Roll | \$926,572 | \$925,616 | \$2,732 | \$928,348 | \$926,572 |
| Interest Earnings | 14,023 | 28,818 | 8,002 | 36,820 | 20,000 |
| Carry Forward Surplus ⁽¹⁾ | 181,040 | 181,275 | - | 181,275 | 221,031 |

| | | | | | |
|-----------------------|--------------------|--------------------|-----------------|--------------------|--------------------|
| TOTAL REVENUES | \$1,121,635 | \$1,135,708 | \$10,734 | \$1,146,443 | \$1,167,603 |
|-----------------------|--------------------|--------------------|-----------------|--------------------|--------------------|

EXPENDITURES:

Series 2020A1

| | | | | | |
|----------------|----------|----------|-----|----------|----------|
| 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 | - | - | - | - | - |

Series 2020A2

| | | | | | |
|----------------|---------|---------|---|---------|---------|
| 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 | - | - | - | - | - |

| | | | | | |
|---------------------------|------------------|------------------|------------|------------------|------------------|
| TOTAL EXPENDITURES | \$925,411 | \$925,411 | \$- | \$925,411 | \$921,561 |
|---------------------------|------------------|------------------|------------|------------------|------------------|

Other Sources/(Uses)

| | | | | | |
|-----------------------------|-----|-----|-----|-----|-----|
| Interfund transfer In/(Out) | \$- | \$- | \$- | \$- | \$- |
|-----------------------------|-----|-----|-----|-----|-----|

| | | | | | |
|-----------------------------------|------------|------------|------------|------------|------------|
| TOTAL OTHER SOURCES/(USES) | \$- | \$- | \$- | \$- | \$- |
|-----------------------------------|------------|------------|------------|------------|------------|

| | | | | | |
|---------------------------|------------------|------------------|------------|------------------|------------------|
| TOTAL EXPENDITURES | \$925,411 | \$925,411 | \$- | \$925,411 | \$921,561 |
|---------------------------|------------------|------------------|------------|------------------|------------------|

| | | | | | |
|---------------------------------------|------------------|------------------|-----------------|------------------|------------------|
| EXCESS REVENUES (EXPENDITURES) | \$196,224 | \$210,297 | \$10,734 | \$221,031 | \$246,042 |
|---------------------------------------|------------------|------------------|-----------------|------------------|------------------|

⁽¹⁾ 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 |
| | <u>\$126,186.88</u> |

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 |
| Total | | | \$7,620,000 | \$1,441,578 | \$9,061,578 |

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 |
| Total | | | \$2,335,000 | \$640,363 | \$2,975,363 |

Pine Ridge Plantation
Community Development District
Approved Budget
Capital Reserve Fund

| Description | Amended Budget FY2024 | Actuals Thru 5/31/24 | Projected Next 4 Months | Projected Thru 9/30/24 | Approved Budget FY 2025 |
|-------------|-----------------------------|----------------------------|-------------------------------|------------------------------|-------------------------------|
|-------------|-----------------------------|----------------------------|-------------------------------|------------------------------|-------------------------------|

REVENUES:

| | | | | | |
|-----------------------|---------|----------|----------|----------|---------|
| Interest Income | \$3,200 | \$20,810 | \$12,000 | \$32,810 | \$3,353 |
| Carry Forward Balance | - | - | - | - | 657,746 |

| | | | | | |
|-----------------------|----------------|-----------------|-----------------|-----------------|------------------|
| TOTAL REVENUES | \$3,200 | \$20,810 | \$12,000 | \$32,810 | \$661,099 |
|-----------------------|----------------|-----------------|-----------------|-----------------|------------------|

EXPENDITURES:

Capital Outlay

| | | | | | |
|------------------------|--------|---------|--------|---------|--------|
| Capital Outlay* | - | - | - | - | 50,000 |
| Repair and Maintenance | 54,148 | 31,295 | 22,853 | 54,148 | 22,380 |
| Other Current | \$100 | \$2,957 | \$160 | \$3,117 | \$500 |

| | | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| TOTAL EXPENDITURES | \$54,248 | \$34,252 | \$23,013 | \$57,265 | \$72,880 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|

Other Sources/(Uses)

| | | | | | |
|-------------------|-----------|-----------|-----|-----------|----------|
| Transfer in/(Out) | \$682,202 | \$682,202 | \$- | \$682,202 | \$83,529 |
|-------------------|-----------|-----------|-----|-----------|----------|

| | | | | | |
|-----------------------------------|------------------|------------------|------------|------------------|-----------------|
| TOTAL OTHER SOURCES/(USES) | \$682,202 | \$682,202 | \$- | \$682,202 | \$83,529 |
|-----------------------------------|------------------|------------------|------------|------------------|-----------------|

| | | | | | |
|---------------------------------------|------------------|------------------|-------------------|------------------|------------------|
| EXCESS REVENUES (EXPENDITURES) | \$631,154 | \$668,759 | \$(11,013) | \$657,746 | \$671,748 |
|---------------------------------------|------------------|------------------|-------------------|------------------|------------------|

* 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 | \$1,084 | \$1,084 | \$1,242 | \$1,242 | \$2,326 | \$2,326 |
| 65' | 40 | 40 | \$1,084 | \$1,084 | \$1,366 | \$1,366 | \$2,450 | \$2,450 |
| 70' | 194 | 194 | \$1,084 | \$1,084 | \$1,491 | \$1,491 | \$2,575 | \$2,575 |
| 75'+ | 113 | 113 | \$1,084 | \$1,084 | \$1,512 | \$1,512 | \$2,596 | \$2,596 |
| Total | 737 | 737 | | | | | | |

C.

RESOLUTION 2024-04
[FY 2025 APPROPRIATION RESOLUTION]

THE ANNUAL APPROPRIATION RESOLUTION OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET(S) FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN 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, proposed budget(s) ("Proposed Budget") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local general-purpose government(s) having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing on the Proposed Budget and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website in accordance with Section 189.016, *Florida Statutes*; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year.

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

SECTION 1. BUDGET

- a. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- b. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Pine Ridge Plantation Community Development District for the Fiscal Year Ending September 30, 2025."

- c. The Adopted Budget shall be posted by the District Manager on the District's official website in accordance with Section 189.016, *Florida Statutes* and shall remain on the website for at least two (2) years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for FY 2025, the sum(s) set forth in **Exhibit A** to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated as set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within FY 2025 or within 60 days following the end of the FY 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.
- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law. The District Manager or Treasurer must ensure that any amendments to the budget under this paragraph c. are posted on the District's website in accordance with Section 189.016, *Florida Statutes*, and remain on the website for at least two (2) years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 23rd DAY OF JULY, 2024.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: FY 2025 Budget

D.

RESOLUTION 2024-05
[FY 2025 ASSESSMENT RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR FUNDING FOR THE FY 2025 ADOPTED BUDGET(S); PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Pine Ridge Plantation Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District, located in Clay County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**FY 2025**"), the Board of Supervisors ("**Board**") of the District has determined to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**"), attached hereto as **Exhibit A**; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the District may fund the Adopted Budget through the levy and imposition of special assessments on benefitted lands within the District and, regardless of the imposition method utilized by the District, under Florida law the District may collect such assessments by direct bill, tax roll, or in accordance with other collection measures provided by law; and

WHEREAS, in order to fund the District's Adopted Budget, the District's Board now desires to adopt this Resolution setting forth the means by which the District intends to fund its Adopted Budget.

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

1. **FUNDING.** The District's Board hereby authorizes the funding mechanisms for the Adopted Budget as provided further herein and as indicated in the Adopted Budget attached hereto as **Exhibit A** and the assessment roll attached hereto as **Exhibit B ("Assessment Roll")**.

2. **OPERATIONS AND MAINTENANCE ASSESSMENTS.**

- a. **Benefit Findings.** The provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibit A** and **Exhibit B** and is hereby found to be fair and reasonable.

- b. **O&M Assessment Imposition.** Pursuant to Chapter 190, *Florida Statutes*, a special assessment for operations and maintenance (“**O&M Assessment(s)**”) is hereby levied and imposed on benefitted lands within the District and in accordance with **Exhibit A** and **Exhibit B**. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.
 - c. **Maximum Rate.** Pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.
3. **DEBT SERVICE SPECIAL ASSESSMENTS.** The District’s Board hereby certifies for collection the FY 2025 installment of the District’s previously levied debt service special assessments (“**Debt Assessments,**” and together with the O&M Assessments, the “**Assessments**”) in accordance with this Resolution and as further set forth in **Exhibit A** and **Exhibit B**, and hereby directs District staff to affect the collection of the same.
4. **COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.** Pursuant to Chapter 190, *Florida Statutes*, the District is authorized to collect and enforce the Assessments as set forth below.
 - a. **Tax Roll Assessments.** To the extent indicated in **Exhibit A** and **Exhibit B**, those certain O&M Assessments (if any) and/or Debt Assessments (if any) imposed on the “**Tax Roll Property**” identified in **Exhibit B** shall be collected by the County Tax Collector at the same time and in the same manner as County property taxes in accordance with Chapter 197, *Florida Statutes* (“**Uniform Method**”). That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County property taxes. The District’s Board finds and determines that such collection method is an efficient method of collection for the Tax Roll Property.
 - b. **Future Collection Methods.** The District’s decision to collect Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.
5. **ASSESSMENT ROLL; AMENDMENTS.** The Assessment Roll, attached hereto as **Exhibit B**, is hereby certified for collection. The Assessment Roll shall be collected pursuant to the collection methods provided above. The proceeds therefrom shall be paid to the District. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll.
6. **SEVERABILITY.** 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.

7. **EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 23rd day of July, 2024.

ATTEST:

**PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget
Exhibit B: Assessment Roll

FOURTH ORDER OF BUSINESS

This instrument prepared by
and return to:

Wesley S. Haber
Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301

**PARTIAL TERMINATION AND RELEASE OF
GRANT OF CONSTRUCTION EASEMENT**

THIS PARTIAL TERMINATION AND RELEASE OF GRANT OF CONSTRUCTION EASEMENT AGREEMENT (“Partial Termination”) is made this ____ day of _____, 2024, by **SANDHILL MITIGATION, LLC**, a Florida limited liability company, doing business in Florida, whose mailing address is 8825 Perimeter Park Boulevard, Suite 104, Jacksonville, Florida 32216, as successor in interest to Sandhill Development Company, LLC (**“Prior Landowner”**), with respect to the property described on Exhibit A, (**“Grantor”**), and the **PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, whose mailing address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (**“Grantee”** and, together with Grantor, the **“Parties”**).

RECITALS

WHEREAS, Grantee and Prior Landowner entered into that certain *Grant of Construction Easement*, recorded on December 8, 2006, in Official Records Book 2828, Pages 1424 - 1439 of the public records of Clay County, Florida (**“Construction Easement”**); and

WHEREAS, Grantee does not intend on constructing any improvements on the property described on Exhibit A attached hereto (the **“Property”**) and therefore no longer has a need for the Construction Easement on the Property; and; and

WHEREAS, in light of the foregoing, the Parties desire to terminate the Construction Easement solely as to the Property, subject to the terms and conditions set forth below.

TERMS AND CONDITIONS:

IN CONSIDERATION of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Recitals. The foregoing recitals are true and correct and are incorporated herein by this reference thereto.

2. Partial Termination of District's Easement Rights. The District hereby forever releases, terminates, and abandons its rights under the Construction Easement solely as to the Property as described in **Exhibit A**.

3. Remaining Property. Notwithstanding the foregoing, nothing contained in this instrument shall be construed to terminate or otherwise affect the Construction Easement, including the rights and obligations provided therein, as it relates to all other property within the Construction Easement.

4. Severability. All provisions of this Partial Termination are intended to be severable. If any provision of this Partial Termination is deemed void or unenforceable by any court of competent jurisdiction, then the remaining provisions shall continue in full force and effect.

5. Successors and Assigns. The terms and conditions of this Partial Termination shall apply to, bind and inure to the benefit of the successors in interest, successors in title, and assigns of the parties to this Partial Termination.

6. Counterparts; Recording. This Partial Termination may be executed in any number of counterparts, all of which together shall constitute a single document. This Partial Termination shall be recorded in the Public Records of Clay County, Florida, where the original Construction Easement was recorded.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF, the parties, by and through the undersigned authorized officers, have executed this Partial Termination on the date set forth above.

ATTEST:

SANDHILL MITIGATION, LLC, a Florida limited liability company

Witness Name: _____

By: _____
Name: _____
Title: _____

Witness Name: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2024, by _____, as _____ of Sandhill Mitigation, LLC, a Florida limited liability company, on behalf of the entity, who appeared before me this day in-person, and who is either personally known to me, or produced _____ as identification.

(NOTARY SEAL)

NOTARY PUBLIC, STATE OF _____

Name: _____
(Name of Notary Public, Printed, Stamped or Typed as Commissioned)

Signed, sealed and delivered

in the presence of:

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**, a local unit of special purpose
government created pursuant to Chapter 190,
Florida Statutes

Print Name: _____

By: _____

Print Name: _____

Title: _____

Print Name: _____

STATE OF FLORIDA)

)

COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence
or ☐ online notarization ____, this ____ day of _____, 2024, by
_____ as _____ of Pine Ridge Plantation
Community Development District, who is personally known to me.

(Print Name: _____)

NOTARY PUBLIC, State of Florida

Commission # _____

My Commission Expires: _____

Exhibit A

FIFTH ORDER OF BUSINESS

B.

NOTICE OF MEETINGS
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Pine Ridge Plantation Community Development District will hold their regularly scheduled public meetings for Fiscal Year **2025** at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068, at **6:00** p.m. on the third Tuesday of each month listed as follows:

November 19, 2024
January 21, 2025
March 18, 2025
May 20, 2025
July 15, 2025
September 16, 2025

D.

2.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: July 23, 2024
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager & Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- The door to the men's handicap stall in the poolside restroom was fixed to correct an issue with the hinges that was causing the door to swing both directions and get stuck
- Splash guard panel in the clubhouse janitorial closet was properly secured to the wall
- Another flush valve was replaced on June 14th
- A set of tension hinges were added to the tennis court gate to test the effectiveness before adding to the basketball gate as well. Hoping to eliminate the issue of the gates being left open
- RMS staff has continued the on going clean up and removal of dirt in the curbs near Buggy Whip and other areas along Pine Ridge Parkway
- Freedom Pest Control completed our annual termite inspection on July 1st
- RMS staff fixed an issue with a leaking pipe in one of the women's poolside restroom stalls
- Repairs were made to a broken swing at the playground
- An issue with the filter pumps was fixed on June 14th
- A recent storm took out the drive that controls the dump bucket feature. That drive was replaced on July 11th and the feature is back up and running
- RMS staff pressure washed all window screens
- RMS staff pulled and level the pavers in the main entry at the roundabout to fixed potential tripping hazards due to them sinking

- Reported debris near Persimmon Drive was cleaned up by staff
- Several wasps' nests have been removed by staff from under the eaves

In Progress Items:

- Complete pressure washing of the pavers behind the water slide
- 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. Planned for the fall so the heat does not cause the paint to dry out during the painting process
- Bondo, sand and paint the main entry gate. Planned for the fall to avoid any disruption to facility access during peak summer time
- Touch up all wood posts at the playground

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 booked for May and June = 41
- Number of rentals tentatively scheduled for July and August = 34
- Brochachos Fusion Tacos was at the amenity center on June 18th from 5 to 7:30 p.m.
- Ma & Pop food truck was at the amenity center on June 20th from 5 to 8 p.m.
- Viva Mi Familia was at the amenity center on June 27th from 5 to 8 p.m.
- San Marco Chz Fry Co was at the amenity center on July 2nd from 5 to 7:30 p.m.

- The Frozen Sweets Treat truck was at the amenity center on May 26th from 2 to 5 p.m., June 15th from 4 to 7 p.m., June 22nd and again on July 6th from 3 to 6 p.m.
- Fudtrip – The Filipino Kitchen is scheduled to be at the amenity center on July 31st from 5 to 8 p.m.
- Filipino Go has scheduled another date to be at the amenity center on December 18th concluding our food truck bookings for the year
- Pine Ridge HOA continues to hold their monthly HOA meetings in the clubhouse the second Tuesday of each month. Next scheduled meeting is August 8th at 7 p.m.
- Pine Ridge West HOA will be holding their HOA meetings in the clubhouse the second Tuesday of every other month. Next scheduled meeting is September 10th at 6 p.m.

SEVENTH 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, May 21, 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 <i>by phone</i> | Supervisor |
| Nelson Nazario | Supervisor |
| Jerry Ritchie | Supervisor |

Also, present were:

| | |
|----------------|---------------------|
| Marilee Giles | District Manager |
| Wes Haber | District Counsel |
| Maria Cranford | RMS Amenity Manager |
| Karen Fisher | Brightview |

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. Mr. Montoya attended by phone.

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.

- Christina Levine – asked what the line item in proposed budget for Clay Co. Sheriff’s Office pays for. Pine Ridge West needs more patrols due to speeding with illegal vehicles on the road and vandalism. A Board member noted the sheriff’s office is paid to check in with staff to monitor CDD facilities not necessarily to patrol the community per se.

Ms. Cranford noted they will occasionally make some rounds but are more focused on being at the amenity center. If there are concerns, the Board encourages residents to voice those concerns to the sheriff's office.

THIRD ORDER OF BUSINESS Series 2020 Project:

A. Ratification of Pay Requisition (64)

Ms. Giles stated on page 7 of the agenda is pay requisition (64) for Wraptor, LLC. They were able to use the last bit of construction funds so this pay requisition looks different because there is an account balance. The account balance of \$118.15 was used to deplete that construction fund account which went toward the total bill for Wraptor, LLC. The remaining balance was mailed by check to Wraptor.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Pay Requisition (64), was approved.

FOURTH ORDER OF BUSINESS

**Consideration of Proposal from Riverside
Management Services for Fiscal Year 2025
Services**

Ms. Giles stated on page 11 is a proposal from Riverside Management Services for FY2025. You will see on page 11 the difference between 2024 and 2025 which is about a 6% increase overall. There is an explanation included for the increase. Unless there are any comments or corrections from the Board, just looking for a motion to approve.

On MOTION by Mr. Lewis seconded by Mr. Biagetti, with all in favor, the Proposal from Riverside Management Services for Fiscal Year 2025 Services, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Proposal from Lake
Doctors for Fiscal Year 2025 Services**

Ms. Giles stated on page 13 is a proposal from lake Doctors for FY2025 that is increased by \$25, going from \$850 to \$875 monthly.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Proposal from Lake Doctors for Fiscal Year 2025 Services, was approved.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2024-03,
Approving the Proposed Budget for Fiscal
Year 2025 and Setting a Public Hearing
Date for Adoption**

Ms. Giles stated tonight the proposed budget will be approved and the public hearing date set to adopt the budget. Once the budget is approved, a copy will be provided to Clay County as required by Chapter 190 of Florida Statutes. A public hearing date will be set at least 60 days afterwards which will be July 23, 2024 in line with the regular scheduled meeting. This budget will stay flat with 2024 with no increase in assessment staying at \$1,084.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Resolution 2024-03 Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing on July 23, 2024 for Adoption, was approved.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Haber reminded the Board of filing Form-1 by July 1st electronically. By the end of this year, Board members need to have completed 4 hours of ethics training. Seats 2, 4 & 5 will be up, if Supervisors want to run again that is June 10th at noon through June 14th at noon.

B. District Manager – Report on the Number of Registered Voters – (1,382)

Ms. Giles stated as of April 15th, there were 1,382 registered voters in Pine Ridge.

C. Engineer

Ms. Giles corresponded with the engineer today to let him know there wasn't anything on the agenda and he didn't have anything for the Board.

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

Ms. Fisher from Brightview presented the Landscape Inspection Report.

Ms. Cranford presented the Amenity Manager Report. She walked the Board through a potential overdose incident in the amenity parking lot on Sunday afternoon. The gentleman never entered the main amenity. His wife stated he left the house that morning to go to they thought the store. She was leaving out with the kids, passed by and saw his vehicle in the parking lot so stopped and found him passed out. They called EMS and one of the adult lifeguards Steve who is a volunteer EMT responded and EMS arrived. He received Narcan and was transported to the hospital. She suggested doing frequent walks through the parking lot. The family doesn't ever come to the facility and the home went on the market that day so they will be moving out. The Board will not act on this incident.

2. Report

Mr. Soriano was not in attendance.

EIGHTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

Supervisor Nazario noted down Persimmon the open area behind where the model homes used to be there are 3-5 unsightly pallets. Ms. Cranford noted that tract is owned by Loblolly, LLC. Ms. Giles noted they can research it and send them a letter asking them to clean up. Ms. Fisher has seen posts on FB page that people are dumping illegally back in that area.

A Board member asked of any progress from Jay on the request from T&M to finish the outdoor lighting project. Ms. Giles noted the Board approved \$40K for smaller lights. Mr. Biagetti had no update on the taller lights. T&M Electric will not give a price for install until they line up a crane. Jay is looking toward October for that.

Mr. Biagetti commented on all of the great improvements, awnings and painting looks good.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the March 19, 2024 Meeting

Ms. Giles presented the minutes from the March 19, 2024 meeting and asked for a motion to approve the minutes.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Minutes of the March 19, 2024 Meeting, were approved.

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending March 31, 2024**C. Assessment Receipts Schedule**

Ms. Giles presented on page 46 of the agenda, the balance sheet and statement of revenues for the period ending March 31, 2024. The receipt schedule shows the District 99.46% collected.

D. Approval of Check Register

Ms. Giles presented the check register on page 60 of the agenda package totaling \$619,019.45 which is a lot higher than normal. She pointed out two items causing the check register to be so high, the capital reserve transfer of \$82,202 on page 64 of the check register and the transfer to the SBA account of \$425,000 on page 65. The SBA account is doing well.

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

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 7/23/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for July 23, 2024 at 6:00 p.m. where they will adopt the budget.

ELEVENTH ORDER OF BUSINESS**Adjournment**

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

Secretary / Assistant Secretary

Chairman / Vice Chairman

B.

Pine Ridge Plantation
Community Development District

Unaudited Financial Reporting
May 31, 2024



Table of Contents

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

Pine Ridge Plantation

Community Development District

Combined Balance Sheet

May 31, 2024

| | General Fund | Capital Reserve Fund | Debt Service Fund | Capital Project Fund | Totals Governmental Funds |
|---|-------------------|-------------------------|----------------------|-------------------------|------------------------------|
| Assets: | | | | | |
| Cash: | | | | | |
| Operating Account - Hancock | \$ 79,457 | \$ 98,230 | \$ - | \$ - | \$ 177,686 |
| Assessments Receivable | - | - | - | - | - |
| Due from Other | - | - | - | - | - |
| Due from General Fund | - | - | - | - | - |
| Investments: | | | | | |
| State Board of Administration (SBA) | 518,126 | 667,950 | - | - | 1,186,076 |
| Custody US Bank Account | 24,316 | - | - | - | 24,316 |
| Series 2020 | | | | | |
| Reserve A1 | - | - | 173,593 | - | 173,593 |
| Reserve A2 | - | - | 114,609 | - | 114,609 |
| Revenue | - | - | 210,297 | - | 210,297 |
| Construction | - | - | - | - | - |
| Prepaid Expenses | - | - | - | - | - |
| Deposits | - | - | - | - | - |
| Total Assets | \$ 621,899 | \$ 766,180 | \$ 498,499 | \$ - | \$ 1,886,578 |
| Liabilities: | | | | | |
| Accounts Payable | \$ 10,510 | - | \$ - | \$ - | \$ 10,510 |
| Accrued Expenses | 1,751 | - | - | - | 1,751 |
| Due to Debt Service | - | - | - | - | - |
| Due to Others | - | - | - | - | - |
| Total Liabilities | \$ 12,261 | \$ - | \$ - | \$ - | \$ 12,261 |
| Fund Balance: | | | | | |
| Restricted for: | | | | | |
| Debt Service | \$ - | \$ - | \$ 498,499 | \$ - | \$ 498,499 |
| Capital Project | - | - | - | - | - |
| Assigned for: | | | | | |
| Capital Reserve Fund | - | 766,180 | - | - | 766,180 |
| Capital Reserves | - | - | - | - | - |
| Unassigned | 609,638 | - | - | - | 609,638 |
| Total Fund Balances | \$ 609,638 | \$ 766,180 | \$ 498,499 | \$ - | \$ 1,874,317 |
| Total Liabilities & Fund Balance | \$ 621,899 | \$ 766,180 | \$ 498,499 | \$ - | \$ 1,886,578 |

Pine Ridge Plantation

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

| | Amended | Prorated Budget | Actual | |
|--------------------------------|-------------------|-------------------|-------------------|-----------------|
| | Budget | Thru 05/31/24 | Thru 05/31/24 | Variance |
| Revenues: | | | | |
| Special Assessments - Tax Roll | \$ 750,976 | \$ 750,976 | \$ 750,178 | \$ (798) |
| Misc./Facility Rental Income | 3,000 | 2,000 | 7,225 | 5,225 |
| Interest Income | 12,500 | 8,333 | 13,405 | 5,071 |
| Total Revenues | \$ 766,476 | \$ 761,309 | \$ 770,808 | \$ 9,498 |

Expenditures:

General & Administrative:

| | | | | |
|--|-------------------|------------------|------------------|------------------|
| Supervisor Fees | \$ 8,000 | \$ 3,600 | \$ 3,600 | \$ - |
| PR-FICA | 612 | 275 | 275 | - |
| Engineering | 3,000 | 2,000 | 168 | 1,833 |
| Attorney | 20,000 | 13,333 | 3,029 | 10,304 |
| Annual Audit | 3,175 | - | - | - |
| Assessment Administration | 5,576 | 5,576 | 5,576 | - |
| Arbitrage Rebate | 600 | - | - | - |
| Dissemination Agent | 5,250 | 3,500 | 3,500 | - |
| Trustee Fees | 4,100 | 4,100 | 4,041 | 59 |
| Management Fees | 51,760 | 34,507 | 34,507 | - |
| Information Technology | 1,600 | 1,067 | 1,067 | - |
| Website Maintenance | 1,200 | 800 | 800 | - |
| Telephone | 500 | 333 | 74 | 259 |
| Postage & Delivery | 1,000 | 667 | 168 | 499 |
| General Liability and Public Officials Insurance | 9,223 | 9,223 | 9,223 | - |
| Printing & Binding | 1,500 | 1,000 | 259 | 741 |
| Legal Advertising | 2,500 | 1,667 | - | 1,667 |
| Other Current Charges | 600 | 400 | 264 | 136 |
| Office Supplies | 300 | 200 | 3 | 197 |
| Dues, Licenses & Subscriptions | 175 | 175 | 175 | - |
| Total General & Administrative | \$ 120,670 | \$ 82,423 | \$ 66,728 | \$ 15,694 |

Operations & Maintenance

Grounds Maintenance

| | | | | |
|-------------------------------------|-------------------|-------------------|-------------------|-----------------|
| Landscape Maintenance | \$ 154,236 | \$ 102,824 | \$ 102,824 | \$ - |
| Lake Maintenance | 14,830 | 9,887 | 6,800 | 3,087 |
| Electric | 2,500 | 1,667 | 1,334 | 333 |
| Water | 26,000 | 17,333 | 14,541 | 2,792 |
| Repairs And Maintenance | 22,000 | 14,667 | 13,928 | 739 |
| Irrigation Repairs | 4,000 | 2,667 | 2,811 | (144) |
| Contingencies | 4,451 | 2,967 | - | 2,967 |
| Subtotal Grounds Maintenance | \$ 228,017 | \$ 152,011 | \$ 142,238 | \$ 9,773 |

Pine Ridge Plantation

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

| | Amended | Prorated Budget | Actual | |
|--|---------------------|---------------------|---------------------|------------------|
| | Budget | Thru 05/31/24 | Thru 05/31/24 | Variance |
| Amenity Center | | | | |
| Property Insurance | \$ 24,538 | \$ 24,538 | \$ 24,538 | \$ - |
| General Facility Maintenance | 18,700 | 12,467 | 13,864 | (1,397) |
| Repairs & Replacements | 27,500 | 18,333 | 7,295 | 11,038 |
| Recreational Passes | 500 | 333 | 768 | (434) |
| Office Supplies | 500 | 333 | 389 | (56) |
| Permit Fees | 780 | 520 | 476 | 44 |
| Contingency | 1,000 | 667 | 374 | 293 |
| Special Events | 15,000 | 10,000 | 11,455 | (1,455) |
| Security | 18,646 | 12,431 | 12,934 | (504) |
| Utilities | | | | |
| Water & Sewer | 5,400 | 3,600 | 2,416 | 1,184 |
| Electric | 25,000 | 16,667 | 9,828 | 6,839 |
| Cable/Phone/Internet | 5,111 | 3,407 | 3,857 | (450) |
| Refuse Service | 10,787 | 7,191 | 7,147 | 44 |
| Management Contracts | | | | |
| Amenity Management | 67,426 | 44,951 | 44,951 | 0 |
| Facility Assistant | 19,489 | 12,993 | 2,688 | 10,305 |
| Field Management Services | 25,630 | 17,087 | 17,087 | 0 |
| Lifeguards | 19,080 | 12,720 | 4,615 | 8,105 |
| Pool Maintenance | 14,310 | 9,540 | 9,540 | - |
| Pool Chemicals | 21,683 | 14,455 | 13,816 | 639 |
| Janitorial | 9,304 | 6,203 | 6,203 | 0 |
| Janitorial Supplies | 5,000 | 3,333 | 2,067 | 1,266 |
| Subtotal Amenity Center | \$ 335,384 | \$ 231,768 | \$ 196,308 | \$ 35,460 |
| Total Operations & Maintenance | \$ 563,401 | \$ 383,780 | \$ 338,546 | \$ 45,233 |
| Total Expenditures | \$ 684,071 | \$ 466,202 | \$ 405,275 | \$ 60,928 |
| Excess (Deficiency) of Revenues over Expenditures | \$ 82,405 | \$ 295,107 | \$ 365,533 | \$ 70,426 |
| <u>Other Financing Sources/(Uses):</u> | | | | |
| Capital Reserve Transfer In/(Out) | \$ (682,202) | \$ (682,202) | (682,202) | \$ - |
| Total Other Financing Sources/(Uses) | \$ (682,202) | \$ (682,202) | \$ (682,202) | \$ - |
| Net Change in Fund Balance | \$ (599,797) | \$ (387,095) | \$ (316,669) | \$ 70,426 |
| Fund Balance - Beginning | \$ 599,797 | | \$ 926,307 | |
| Fund Balance - Ending | \$ - | | \$ 609,638 | |

Pine Ridge Plantation

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

| | Amended | Prorated Budget | Actual | |
|--|--------------------|-------------------|--------------------|------------------|
| | Budget | Thru 05/31/24 | Thru 05/31/24 | Variance |
| Revenues | | | | |
| Interest | \$ 3,200 | \$ 2,133 | \$ 20,810 | \$ 18,676 |
| Total Revenues | \$ 3,200 | \$ 2,133 | \$ 20,810 | \$ 18,676 |
| Expenditures: | | | | |
| Repairs and Maintenance | 54,148 | 36,099 | \$ 31,295 | 4,804 |
| Other Service Charges | 100 | 67 | 2,957 | (2,891) |
| Total Expenditures | \$ 54,248 | \$ 36,165 | \$ 34,252 | \$ 1,913 |
| Excess (Deficiency) of Revenues over Expenditures | \$ (51,048) | | \$ (13,443) | |
| Other Financing Sources/(Uses) | | | | |
| Transfer In/(Out) | \$ 682,202 | \$ 682,202 | \$ 682,202 | \$ - |
| Total Other Financing Sources (Uses) | \$ 682,202 | \$ 682,202 | \$ 682,202 | \$ - |
| Net Change in Fund Balance | \$ 631,154 | | \$ 668,759 | |
| Fund Balance - Beginning | \$ 97,420 | | \$ 97,420 | |
| Fund Balance - Ending | \$ 728,574 | | \$ 766,180 | |

Pine Ridge Plantation

Community Development District

Debt Service Fund Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

| | Adopted | Prorated Budget | Actual | |
|--|-------------------|-------------------|-------------------|------------------|
| | Budget | Thru 05/31/24 | Thru 05/31/24 | Variance |
| Revenues: | | | | |
| Special Assessments - Tax Roll | \$ 926,572 | \$ 926,572 | \$ 925,616 | \$ (956) |
| Interest Income | 14,023 | 9,349 | 28,818 | 19,469 |
| Total Revenues | \$ 940,595 | \$ 935,921 | \$ 954,434 | \$ 18,513 |
| Expenditures: | | | | |
| Series 2020 A1 | | | | |
| Interest Expense - 11/1 | \$ 99,524 | \$ 99,524 | \$ 99,524 | \$ - |
| Interest Expense - 5/1 | 99,524 | 99,524 | 99,524 | - |
| Principal Expense - 5/1 | 500,000 | 500,000 | 500,000 | - |
| Series 2020 A2 | | | | |
| Interest Expense - 11/1 | 43,181 | 43,181 | 43,181 | - |
| Interest Expense - 5/1 | 43,181 | 43,181 | 43,181 | - |
| Principal Expense - 5/1 | 140,000 | 140,000 | 140,000 | - |
| Total Expenditures | \$ 925,411 | \$ 925,411 | \$ 925,411 | \$ - |
| Excess (Deficiency) of Revenues over Expenditures | \$ 15,184 | \$ 10,509 | \$ 29,022 | \$ 18,513 |
| Other Financing Sources/(Uses): | | | | |
| Transfer In/(Out) | \$ - | \$ - | \$ - | \$ - |
| Total Other Financing Sources/(Uses) | \$ - | \$ - | \$ - | \$ - |
| Net Change in Fund Balance | \$ 15,184 | \$ 10,509 | \$ 29,022 | \$ 18,513 |
| Fund Balance - Beginning | \$ 181,040 | | \$ 469,477 | |
| Fund Balance - Ending | \$ 196,224 | | \$ 498,499 | |

Pine Ridge Plantation

Community Development District

Capital Projects Fund Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2024

| | Adopted Budget | Prorated Budget Thru 05/31/24 | Actual Thru 05/31/24 | Variance |
|--|-------------------|----------------------------------|-------------------------|-----------------|
| Revenues | | | | |
| Interest Income | \$ - | \$ - | \$ 3 | \$ 3 |
| Total Revenues | \$ - | \$ - | \$ 3 | \$ 3 |
| Expenditures: | | | | |
| Capital Outlay | \$ - | \$ - | \$ 119 | \$ (119) |
| Total Expenditures | \$ - | \$ - | \$ 119 | \$ (119) |
| Excess (Deficiency) of Revenues over Expenditures | \$ - | \$ - | \$ (115) | \$ (115) |
| Other Financing Sources/(Uses) | | | | |
| Transfer In/(Out) | \$ - | \$ - | \$ - | \$ - |
| Total Other Financing Sources (Uses) | \$ - | \$ - | \$ - | \$ - |
| Net Change in Fund Balance | \$ - | \$ - | \$ (115) | |
| Fund Balance - Beginning | \$ - | \$ - | \$ 115 | |
| Fund Balance - Ending | \$ - | \$ - | \$ - | |

Pine Ridge Plantation
Community Development District
Month to Month

| | Amended Budget | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sept | Total |
|--|-------------------|------------------|------------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-------------|-------------|-------------|-------------------|
| Revenues: | | | | | | | | | | | | | | |
| Special Assessments - Tax Roll | \$ 750,976 | \$ - | \$ 68,775 | \$ 662,886 | \$ 5,900 | \$ 2,096 | \$ 1,064 | \$ 6,191 | \$ 3,265 | \$ - | \$ - | \$ - | \$ - | \$ 750,178 |
| Misc./Facility Rental Income | 3,000 | - | 700 | - | 750 | - | 1,350 | 300 | 4,125 | - | - | - | - | 7,225 |
| Interest Income | 12,500 | 911 | 804 | 763 | 2,722 | 2,221 | 1,107 | 2,393 | 2,483 | - | - | - | - | 13,405 |
| Total Revenues | \$ 766,476 | \$ 911 | \$ 70,279 | \$ 663,650 | \$ 9,372 | \$ 4,316 | \$ 3,522 | \$ 8,884 | \$ 9,873 | \$ - | \$ - | \$ - | \$ - | \$ 770,808 |
| Expenditures: | | | | | | | | | | | | | | |
| General & Administrative: | | | | | | | | | | | | | | |
| Supervisor Fees | \$ 8,000 | \$ - | \$ - | \$ 800 | \$ 1,000 | \$ - | \$ 800 | \$ - | \$ 1,000 | \$ - | \$ - | \$ - | \$ - | \$ 3,600 |
| PR-FICA | 612 | - | - | 61 | 77 | - | 61 | - | 77 | - | - | - | - | 275 |
| Engineering | 3,000 | - | - | - | - | - | 168 | - | - | - | - | - | - | 168 |
| Attorney | 20,000 | 115 | 764 | 177 | 970 | 281 | 593 | 131 | - | - | - | - | - | 3,029 |
| Annual Audit | 3,175 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Assessment Administration | 5,576 | 5,576 | - | - | - | - | - | - | - | - | - | - | - | 5,576 |
| Arbitrage Rebate | 600 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Dissemination Agent | 5,250 | 438 | 438 | 438 | 438 | 438 | 438 | 438 | 438 | - | - | - | - | 3,500 |
| Trustee Fees | 4,100 | 4,041 | - | - | - | - | - | - | - | - | - | - | - | 4,041 |
| Management Fees | 51,760 | 4,313 | 4,313 | 4,313 | 4,313 | 4,313 | 4,313 | 4,313 | 4,313 | - | - | - | - | 34,507 |
| Information Technology | 1,600 | 133 | 133 | 133 | 133 | 133 | 133 | 133 | 133 | - | - | - | - | 1,067 |
| Website Maintenance | 1,200 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | - | - | - | - | 800 |
| Telephone | 500 | - | 18 | - | 32 | - | 0 | - | 24 | - | - | - | - | 74 |
| Postage & Delivery | 1,000 | 45 | 5 | 8 | 15 | 12 | 45 | 20 | 17 | - | - | - | - | 168 |
| General Liability and Public Officials Insurance | 9,223 | 9,223 | - | - | - | - | - | - | - | - | - | - | - | 9,223 |
| Printing & Binding | 1,500 | 47 | 6 | 12 | 34 | 45 | 24 | 86 | 5 | - | - | - | - | 259 |
| Legal Advertising | 2,500 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Current Charges | 600 | - | - | 15 | 15 | 23 | 133 | 39 | 39 | - | - | - | - | 264 |
| Office Supplies | 300 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | - | - | - | - | - | 3 |
| Dues, Licenses & Subscriptions | 175 | 175 | - | - | - | - | - | - | - | - | - | - | - | 175 |
| Total General & Administrative | \$ 120,670 | \$ 24,206 | \$ 5,777 | \$ 6,057 | \$ 7,127 | \$ 5,346 | \$ 6,808 | \$ 5,261 | \$ 6,146 | \$ - | \$ - | \$ - | \$ - | \$ 66,728 |

Pine Ridge Plantation
Community Development District
Month to Month

| | Amended Budget | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sept | Total |
|--|---------------------|---------------------|------------------|-------------------|--------------------|--------------------|---------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|------------------|
| <u>Operations & Maintenance</u> | | | | | | | | | | | | | | |
| Grounds Maintenance | | | | | | | | | | | | | | |
| Landscape Maintenance | \$ 154,236 | \$ 12,853 | \$ 12,853 | \$ 12,853 | \$ 12,853 | \$ 12,853 | \$ 12,853 | \$ 12,853 | \$ 12,853 | \$ - | \$ - | \$ - | \$ - | 102,824 |
| Lake Maintenance | 14,830 | 850 | 850 | 850 | 850 | 850 | 850 | 850 | 850 | - | - | - | - | 6,800 |
| Electric | 2,500 | 178 | 179 | 179 | 181 | 181 | 146 | 145 | 145 | - | - | - | - | 1,334 |
| Water | 26,000 | 1,612 | 1,743 | 1,256 | 2,202 | 2,989 | 2,858 | 480 | 1,401 | - | - | - | - | 14,541 |
| Repairs And Maintenance | 22,000 | 1,200 | - | 1,532 | 3,239 | - | 2,259 | 4,438 | 1,260 | - | - | - | - | 13,928 |
| Irrigation Repairs | 4,000 | - | - | - | - | 2,014 | 797 | - | - | - | - | - | - | 2,811 |
| Contingencies | 4,451 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal Grounds Maintenance | \$ 228,017 | \$ 16,693 | \$ 15,625 | \$ 16,670 | \$ 19,325 | \$ 18,887 | \$ 19,763 | \$ 18,766 | \$ 16,510 | \$ - | \$ - | \$ - | \$ - | 142,238 |
| Amenity Center | | | | | | | | | | | | | | |
| Property Insurance | \$ 24,538 | \$ 24,538 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 24,538 |
| General Facility Maintenance | 18,700 | 2,822 | - | 2,220 | 3,425 | 1,888 | 1,951 | 297 | 1,260 | - | - | - | - | 13,864 |
| Repairs & Replacements | 27,500 | 1,332 | - | 1,724 | 1,470 | (757) | 1,427 | 1,219 | 882 | - | - | - | - | 7,295 |
| Recreational Passes | 500 | 768 | - | - | - | - | - | - | - | - | - | - | - | 768 |
| Office Supplies | 500 | 191 | - | 45 | - | 92 | 32 | - | 29 | - | - | - | - | 389 |
| Permit Fees | 780 | - | - | - | - | - | - | - | 476 | - | - | - | - | 476 |
| Contingency | 1,000 | - | - | - | - | - | - | - | 374 | - | - | - | - | 374 |
| Special Events | 15,000 | - | 3,414 | 1,509 | - | - | 6,532 | - | - | - | - | - | - | 11,455 |
| Refuse Service | 10,787 | 870 | 870 | 870 | 870 | 917 | 917 | 917 | 917 | - | - | - | - | 7,147 |
| Security | 18,646 | 757 | 852 | 3,107 | 3,855 | 960 | 1,180 | 940 | 1,280 | - | - | - | - | 12,934 |
| Utilities | | | | | | | | | | | | | | |
| Water & Sewer | 5,400 | 344 | 338 | 338 | 330 | 338 | 338 | 41 | 350 | - | - | - | - | 2,416 |
| Electric | 25,000 | 1,136 | 1,125 | 1,059 | 1,426 | 1,409 | 1,371 | 1,118 | 1,184 | - | - | - | - | 9,828 |
| Cable/Phone/Internet | 5,111 | 471 | 471 | 471 | 489 | 489 | 489 | 489 | 489 | - | - | - | - | 3,857 |
| Management Contracts | | | | | | | | | | | | | | |
| Amenity Management | 67,426 | 5,619 | 5,619 | 5,619 | 5,619 | 5,619 | 5,619 | 5,619 | 5,619 | - | - | - | - | 44,951 |
| Facility Assistant | 19,489 | - | - | - | - | - | 854 | 336 | 1,498 | - | - | - | - | 2,688 |
| Field Management Services | 25,630 | 2,136 | 2,136 | 2,136 | 2,136 | 2,136 | 2,136 | 2,136 | 2,136 | - | - | - | - | 17,087 |
| Lifeguards | 19,080 | - | - | - | - | - | 1,159 | - | 3,456 | - | - | - | - | 4,615 |
| Pool Maintenance | 14,310 | 1,193 | 1,193 | 1,193 | 1,193 | 1,193 | 1,193 | 1,193 | 1,193 | - | - | - | - | 9,540 |
| Pool Chemicals | 21,683 | 1,506 | 1,762 | 1,606 | 1,795 | 1,711 | 1,940 | 1,904 | 1,593 | - | - | - | - | 13,816 |
| Janitorial | 9,304 | 775 | 775 | 775 | 775 | 775 | 775 | 775 | 775 | - | - | - | - | 6,203 |
| Janitorial Supplies | 5,000 | 243 | - | 243 | 148 | 351 | 398 | 457 | 228 | - | - | - | - | 2,067 |
| Subtotal Amenity Center | \$ 335,384 | \$ 44,699 | \$ 18,554 | \$ 22,913 | \$ 23,531 | \$ 17,120 | \$ 28,311 | \$ 17,441 | \$ 23,739 | \$ - | \$ - | \$ - | \$ - | 196,308 |
| Total Operations & Maintenance | \$ 563,401 | \$ 61,392 | \$ 34,179 | \$ 39,583 | \$ 42,856 | \$ 36,007 | \$ 48,074 | \$ 36,207 | \$ 40,248 | \$ - | \$ - | \$ - | \$ - | 338,546 |
| Total Expenditures | \$ 684,071 | \$ 85,599 | \$ 39,956 | \$ 45,640 | \$ 49,983 | \$ 41,353 | \$ 54,882 | \$ 41,468 | \$ 46,394 | \$ - | \$ - | \$ - | \$ - | 405,275 |
| Excess (Deficiency) of Revenues over Expenditures | \$ 82,405 | \$ (84,687) | \$ 30,323 | \$ 618,009 | \$ (40,611) | \$ (37,037) | \$ (51,360) | \$ (32,584) | \$ (36,520) | \$ - | \$ - | \$ - | \$ - | 365,533 |
| Other Financing Sources/Uses: | | | | | | | | | | | | | | |
| Transfer In/(Out) | (682,202) | (600,000) | - | - | - | - | (82,202) | - | - | - | - | - | - | (682,202) |
| Total Other Financing Sources/Uses | \$ (682,202) | \$ (600,000) | \$ - | \$ - | \$ - | \$ - | \$ (82,202) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | (682,202) |
| Net Change in Fund Balance | \$ (599,797) | \$ (684,687) | \$ 30,323 | \$ 618,009 | \$ (40,611) | \$ (37,037) | \$ (133,562) | \$ (32,584) | \$ (36,520) | \$ - | \$ - | \$ - | \$ - | (316,669) |

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) |
| Less: May 1, 2024 (Mandatory) | | (\$500,000) |
| Current Bonds Outstanding | | \$7,620,000 |

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

Series 2020A2 Capital Improvement Revenue Refunding Bond

| | | |
|----------------------------------|--------------------------------|--------------------|
| Interest Rate: | 2.75% - 3.75% | |
| Maturity Date: | 5/1/2037 | |
| Reserve Fund Definition | 50% of Max Annual Debt Service | |
| Reserve Fund Requirement | \$113,875 | |
| Reserve Fund Balance | 114,609 | |
| | | |
| Bonds outstanding - 9/30/20 | | \$2,890,000 |
| Less: May 1, 2021 (Mandatory) | | (\$130,000) |
| Less: May 1, 2022 (Mandatory) | | (\$135,000) |
| Less: May 1, 2022 (Prepayment) | | (\$5,000) |
| Less: May 1, 2023 (Mandatory) | | (\$140,000) |
| Less: May 1, 2023 (Prepayment) | | (\$5,000) |
| Less: May 1, 2024 (Mandatory) | | (\$140,000) |
| Current Bonds Outstanding | | \$2,335,000 |
| Total Bonds Outstanding | | \$9,955,000 |

C.

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

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

| RECEIVED | BALANCE DUE | SERIES 2020A DEBT RECEIVED | O&M RECEIVED | TOTAL RECEIVED |
|----------------|-------------|-------------------------------|--------------|----------------|
| TAX ROLL | (3,216.20) | 928,347.97 | 752,392.49 | 1,680,740.46 |
| TOTAL RECEIPTS | (3,216.20) | 928,347.97 | 752,392.49 | 1,680,740.46 |

| 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 |
| 10 | 5/8/2024 | 4,029.14 | 3,265.47 | 7,294.61 |
| 11 | 6/14/2024 | 2,732.26 | 2,214.39 | 4,946.65 |
| TOTAL FY24 TAX ROLL RECEIPTS | | 928,347.97 | 752,392.49 | 1,680,740.46 |

| | | | |
|---------------------|---------|---------|---------|
| %TAX ROLL COLLECTED | 100.19% | 100.19% | 100.19% |
| TOTAL COLLECTED | 100.19% | 100.19% | 100.19% |

D.

Pine Ridge Plantation
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2024
Check Register

| Date | | check #'s | Amount |
|-----------------------------------|------------------------------|-----------|---------------------|
| General Fund | | | |
| 4/1/2024 - 4/30/2024 | | 3353-3370 | \$ 43,072.29 |
| 5/1/2024 -5/31/2024 | | 3371-3390 | \$ 43,320.81 |
| | | | <hr/> |
| | | | \$ 86,393.10 |
| Capital Reserve | | | |
| 4/1/2024 - 4/30/2024 | | 66-69 | \$ 11,882.24 |
| | | | <hr/> |
| | | | \$ 11,882.24 |
| Utilities and Autopayments | | | |
| 04/16/24 | Waste Management | | 916.97 |
| 04/17/24 | SafeTouch | | 85.40 |
| 04/25/24 | Comcast | | 488.80 |
| 04/30/24 | CCUA | | 521.32 |
| 04/30/24 | Clay Electric | | 1,263.00 |
| 05/17/24 | SafeTouch | | 85.40 |
| 05/23/24 | IRS FICA Payment | | 153.00 |
| 05/28/24 | Comcast | | 488.80 |
| 05/31/24 | Clay Electric | | 1,329.00 |
| 05/31/24 | Dept of Health - Pool Permit | | 475.70 |
| | | | <hr/> |
| | | | \$ 5,807.39 |
| TOTAL | | | <hr/> |
| | | | \$104,082.73 |

*Fedex invoices will be available upon request.

001 A 002 B

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|------------------------------------|--------|-----------|----------------------------|
| 4/05/24 | 00183 | 3/26/24 8854822 | 202403 320-53800-46300 | IRRIGATION REPAIRS | * | 391.62 | |
| | | | | BRIGHTVIEW LANDSCAPE SERVICES, INC | | | 391.62 003353 |
| 4/05/24 | 00183 | 3/27/24 8856452 | 202403 320-53800-46300 | LOCATE & DX BROKEN VALVE | * | 405.00 | |
| | | | | BRIGHTVIEW LANDSCAPE SERVICES, INC | | | 405.00 003354 |
| 4/05/24 | 00183 | 4/01/24 8841173 | 202404 320-53800-46200 | APR LANDSCAPE MAINTENANCE | * | 12,853.00 | |
| | | | | BRIGHTVIEW LANDSCAPE SERVICES, INC | | | 12,853.00 003355 |
| 4/05/24 | 00080 | 3/31/24 W1790538 | 202403 330-57200-46100 | RPLCD AMENITY DOOR LOCKS | * | 795.46 | |
| | | | | CONVERGINT TECHNOLOGIES LLC | | | 795.46 003356 |
| 4/05/24 | 00039 | 3/29/24 31808 | 202403 330-57200-46100 | FITNESS PARTS AND REPAIRS | * | 431.03 | |
| | | | | FITNESS PRO | | | 431.03 003357 |
| 4/05/24 | 00003 | 4/20/24 253 | 202404 310-51300-31300 | APR. DISSEMINATION SRVCS | * | 437.50 | |
| | | 4/20/24 253 | 202404 310-51300-49100 | APR. WEBSITE ADMIN. | * | 100.00 | |
| | | 4/20/24 253 | 202404 310-51300-35100 | APR. INFORMATION TECH. | * | 133.33 | |
| | | 4/20/24 253 | 202404 310-51300-34000 | APR. MGMT FEES | * | 4,313.33 | |
| | | 4/20/24 253 | 202404 310-51300-51000 | OFFICE SUPPLIES | * | .60 | |
| | | 4/20/24 253 | 202404 310-51300-42000 | POSTAGE | * | 19.95 | |
| | | 4/20/24 253 | 202404 310-51300-42500 | COPIES | * | 86.40 | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 5,091.11 003358 |
| 4/05/24 | 00176 | 4/01/24 032024 | 202403 330-57200-34500 | SECURITY 3/2, 3/16 & 3/24 | * | 600.00 | |
| | | | | MICHAEL C LAYNE | | | 600.00 003359 |
| 4/05/24 | 00054 | 4/01/24 13129562 | 202404 330-57200-46500 | APR. POOL CHEMICALS | * | 1,592.54 | |
| | | | | POOLSURE | | | 1,592.54 003360 |
| 4/05/24 | 00073 | 3/26/24 504 | 202402 330-57200-46000 | GENERAL FACILITY MAINT | * | 1,888.40 | |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|-----------------------------------|--------|----------|----------------------------|
| | | 3/26/24 | 504 202402 330-57200-46201 | JANITORIAL SUPPLIES | * | 350.64 | |
| | | 3/26/24 | 504 202402 330-57200-46100 | AMENITY REPAIRS & REPLC | * | 1,242.73 | |
| | | 3/26/24 | 504 202402 330-57200-51000 | OFFICE SUPPLIES | * | 92.00 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 3,573.77 003361 |
| 4/05/24 00073 | | 4/02/24 | 505 202403 330-57200-60100 | EASTER EVENT | * | 3,932.15 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 3,932.15 003362 |
| 4/05/24 00073 | | 4/20/24 | 503 202404 330-57200-46200 | APR. JANITORIAL SERVICES | * | 775.33 | |
| | | 4/20/24 | 503 202404 330-57200-46400 | APR. POOL MAINTENANCE | * | 1,192.50 | |
| | | 4/20/24 | 503 202404 330-57200-34000 | APR. FIELD/ADMIN MGMT SRV | * | 2,135.83 | |
| | | 4/20/24 | 503 202404 330-57200-34100 | APR. FACILITY MANAGEMENT | * | 5,618.83 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 9,722.49 003363 |
| 4/05/24 00076 | | 4/01/24 | 171420B 202404 320-53800-46400 | APRIL LAKE MAINTENANCE | * | 850.00 | |
| | | | | THE LAKE DOCTORS INC | | | 850.00 003364 |
| 4/16/24 00204 | | 4/09/24 | 190926 202403 310-51300-31100 | MAR ENGINEERING SERVICES | * | 167.50 | |
| | | | | MATTHEWS DESIGN GROUP LLC | | | 167.50 003365 |
| 4/16/24 00073 | | 3/31/24 | 506 202403 330-57200-34110 | MAR FACILITY ASSISTANT | * | 854.10 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 854.10 003366 |
| 4/16/24 00073 | | 3/31/24 | 507 202403 330-57200-34200 | MARCH LIFEGUARDS | * | 1,159.00 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 1,159.00 003367 |
| 4/16/24 00073 | | 4/10/24 | 508 202404 330-57200-46500 | POOL CHEMICALS - TRICHLOR | * | 262.35 | |
| | | 4/10/24 | 508 202404 330-57200-46500 | POOL CHEMS. - LIQ BLEACH | * | 49.39 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 311.74 003368 |
| 4/16/24 00073 | | 4/10/24 | 509 202404 330-57200-46100 | POOL REP-BRKN TORO VALVE | * | 224.36 | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 224.36 003369 |
| | | | | PRP --PINERIDGE-- BPEREGRINO | | | |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|-----------------------------------|--------|-----------|-----------------------------|
| 4/16/24 | 00152 | 4/08/24 61896198 | 202404 330-57200-46000 | PEST CONTROL QTRLY SRVCS | * | 117.42 | |
| | | | | TURNER PEST CONTROL,LLC | | | 117.42 003370 |
| 5/01/24 | 00183 | 4/23/24 8875619 | 202404 320-53800-46000 | FLUSH CUT 2 TREE STUMPS | * | 710.00 | |
| | | | | BRIGHTVIEW LANDSCAPE SERVICES,INC | | | 710.00 003371 |
| 5/01/24 | 00183 | 4/23/24 8875623 | 202404 320-53800-46000 | NUTRIENT SOIL REFRESH | * | 320.63 | |
| | | | | BRIGHTVIEW LANDSCAPE SERVICES,INC | | | 320.63 003372 |
| 5/01/24 | 00183 | 5/01/24 8879209 | 202405 320-53800-46200 | MAY LANDSCAPE MAINTENACE | * | 12,853.00 | |
| | | | | BRIGHTVIEW LANDSCAPE SERVICES,INC | | | 12,853.00 003373 |
| 5/01/24 | 00107 | 4/10/24 262 | 202403 330-57200-34500 | MAR EMPLOYMENT FEE | * | 60.00 | |
| | | 4/10/24 262 | 202403 330-57200-34500 | MAR EMPLOYMENT SCHD FEE | * | 35.00 | |
| | | | | CLAY COUNTY SHERIFF'S OFFICE | | | 95.00 003374 |
| 5/01/24 | 00039 | 4/17/24 32003 | 202404 330-57200-46000 | APRIL PREVENTATIVE MAINT. | * | 180.00 | |
| | | | | FITNESS PRO | | | 180.00 003375 |
| 5/01/24 | 00185 | 4/23/24 381745 | 202402 310-51300-31500 | FEB GENERAL COUNSEL | * | 281.00 | |
| | | | | KUTAK ROCK LLP | | | 281.00 003376 |
| 5/01/24 | 00106 | 4/30/24 04302024 | 202403 330-57200-34500 | ONSITE SECTY 3/8 & 3/22 | * | 400.00 | |
| | | | | MATTHEW EDMONSON | | | 400.00 003377 |
| 5/01/24 | 00106 | 4/30/24 04302024 | 202404 330-57200-34500 | ONSITE SECTY 4/5 & 4/19 | * | 400.00 | |
| | | | | MATTHEW EDMONSON | | | 400.00 003378 |
| 5/01/24 | 00176 | 4/20/24 042024 | 202404 330-57200-34500 | ONSITE SECTY 4/13 & 4/27 | * | 400.00 | |
| | | | | MICHAEL C LAYNE | | | 400.00 003379 |
| 5/01/24 | 00054 | 5/01/24 13129562 | 202405 330-57200-46500 | MAY POOL CHEMICALS | * | 1,592.54 | |
| | | | | POOLSURE | | | 1,592.54 003380 |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|---------------|-------|-----------------------------------|--|-----------------------------------|--------|----------|----------------------------|
| 5/01/24 | 00073 | 4/16/24 510 | 202403 330-57200-46000 | | * | 1,951.20 | |
| | | | GENERAL FACILITY MAINT. | | | | |
| | | 4/16/24 510 | 202403 320-53800-46000 | | * | 605.52 | |
| | | | GROUPS REPAIR & MAINT. | | | | |
| | | 4/16/24 510 | 202403 330-57200-51000 | | * | 31.94 | |
| | | | OFFICE SUPPLIES | | | | |
| | | 4/16/24 510 | 202403 330-57200-46201 | | * | 397.77 | |
| | | | JANITORIAL SUPPLIES | | | | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 2,986.43 003381 |
| 5/07/24 | 00003 | 5/01/24 254 | 202405 310-51300-31300 | | * | 437.50 | |
| | | | MAY DISSEMINATION SRVCS | | | | |
| | | 5/01/24 254 | 202405 310-51300-49100 | | * | 100.00 | |
| | | | MAY WEBSITE ADMIN. | | | | |
| | | 5/01/24 254 | 202405 310-51300-35100 | | * | 133.33 | |
| | | | MAY INFORMATION TECH. | | | | |
| | | 5/01/24 254 | 202405 310-51300-34000 | | * | 4,313.33 | |
| | | | MAY MANAGEMENT FEES | | | | |
| | | 5/01/24 254 | 202405 330-57200-51000 | | * | .30 | |
| | | | OFFICE SUPPLIES | | | | |
| | | 5/01/24 254 | 202405 310-51300-42000 | | * | 16.86 | |
| | | | POSTAGE | | | | |
| | | 5/01/24 254 | 202405 310-51300-42500 | | * | 4.95 | |
| | | | COPIES | | | | |
| | | 5/01/24 254 | 202405 310-51300-41000 | | * | 23.78 | |
| | | | TELEPHONE | | | | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES | | | 5,030.05 003382 |
| 5/07/24 | 00073 | 5/01/24 511 | 202405 330-57200-46200 | | * | 775.33 | |
| | | | MAY JANITORIAL SERVICES | | | | |
| | | 5/01/24 511 | 202405 330-57200-46400 | | * | 1,192.50 | |
| | | | MAY POOL MAINTENANCE SRVCS | | | | |
| | | 5/01/24 511 | 202405 330-57200-34000 | | * | 2,135.83 | |
| | | | MAY FIELD MGMT/ADMIN. | | | | |
| | | 5/01/24 511 | 202405 330-57200-34100 | | * | 5,618.83 | |
| | | | MAY FACILITY MGMT | | | | |
| | | 5/01/24 511 | 202405 330-57200-46100 | | * | 40.82 | |
| | | | 2X4 GUTTER GRATE | | | | |
| | | | | RIVERSIDE MANAGEMENT SERVICES INC | | | 9,763.31 003383 |
| 5/07/24 | 00076 | 2/02/24 178609B | 202405 320-53800-46400 | | * | 850.00 | |
| | | | MAY LAKE MAINTENANCE | | | | |
| | | | | THE LAKE DOCTORS INC | | | 850.00 003384 |
| 5/29/24 | 00107 | 5/10/24 294 | 202404 330-57200-34500 | | * | 20.00 | |
| | | | APR EMPLOYMENT FEE | | | | |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|--------------------|-------|-----------------------------------|--|-----------------------------------|--------|-----------|----------------------------|
| | | 5/10/24 294 | 202404 330-57200-34500 | | * | 35.00 | |
| | | APR SCHEDULING FEE | | CLAY COUNTY SHERIFF'S OFFICE | | | 55.00 003385 |
| 5/29/24 00205 | | 5/05/24 37156 | 202405 330-57200-46100 | | * | 375.00 | |
| | | REPAIR -BUSTED WATER PIPE | | CLAY COUNTY MASTER PLUMBING LLC | | | 375.00 003386 |
| 5/29/24 00104 | | 5/23/24 KSM57FTA | 202405 330-57200-49000 | | * | 374.00 | |
| | | ANNUAL EMAIL SERVICES | | CONSTANT CONTACT, INC. | | | 374.00 003387 |
| 5/29/24 00073 | | 4/29/24 512 | 202403 320-53800-46000 | | * | 1,653.60 | |
| | | PRESSURE WASHING SERVICES | | RIVERSIDE MANAGEMENT SERVICES INC | | | 1,653.60 003388 |
| 5/29/24 00073 | | 4/30/24 513 | 202404 330-57200-34110 | | * | 336.02 | |
| | | APRIL FACILITY ASSISTANT | | RIVERSIDE MANAGEMENT SERVICES INC | | | 336.02 003389 |
| 5/29/24 00073 | | 5/14/24 514 | 202404 320-53800-46000 | | * | 3,407.34 | |
| | | 5/14/24 514 | 202404 330-57200-46100 | | * | 800.72 | |
| | | 5/14/24 514 | 202404 330-57200-46201 | | * | 457.17 | |
| | | JANITORIAL SUPPLIES | | RIVERSIDE MANAGEMENT SERVICES INC | | | 4,665.23 003390 |
| TOTAL FOR BANK A | | | | | | 86,393.10 | |
| TOTAL FOR REGISTER | | | | | | 86,393.10 | |

BrightView

Landscape Services

INVOICE

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

Customer #: 24488830
Invoice #: 8854822
Invoice Date: 3/26/2024
Sales Order: 8364250
Cust PO #:

Project Name: Pine Ridge - Irrigation inspection repair proposal

Project Description: Pine Ridge - Irrigation inspection repair proposal

| Job Number | Description | Qty | UM | Unit Price | Amount |
|---|----------------|--------|----|------------|--------|
| 346100576 | Pine Ridge CDD | | | | |
| | 6" Spray head | 7.000 | EA | 41.66 | 291.62 |
| | Nozzle | 10.000 | EA | 10.00 | 100.00 |
| <i>Irrigation Repair</i> <i>1.320.53800.46300</i> <i>W 4/1/24</i> | | | | | |
| Total Invoice Amount | | | | | 391.62 |
| Taxable Amount | | | | | |
| Tax Amount | | | | | |
| Balance Due | | | | | 391.62 |

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 #: 8854822
Invoice Date: 3/26/2024

Amount Due: \$ 391.62

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 #: 8856452
Invoice Date: 3/27/2024
Sales Order: 8364252
Cust PO #:

Project Name: Pine Ridge - Proposal to locate and diagnose valve not working
Project Description: Pine Ridge - Proposal to locate and diagnose valve not working

| Job Number | Description | Qty | UM | Unit Price | Amount |
|---|---|-------|----|------------|---------------|
| 346100576 | Pine Ridge CDD | | | | |
| | RainBird Solenoid | 1.000 | EA | 150.00 | 150.00 |
| | Tech labor to locate and diagnose valve | 3.000 | HR | 85.00 | 255.00 |
| <i>IRRIGATION REPAIR</i> <i>1.320.53800.46300</i> <i>W 4/1/24</i> | | | | | |
| Total Invoice Amount | | | | | 405.00 |
| Taxable Amount | | | | | |
| Tax Amount | | | | | |
| Balance Due | | | | | 405.00 |

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 #: 8856452
Invoice Date: 3/27/2024

Amount Due: \$ 405.00

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 #: 8841173
Invoice Date: 4/1/2024
Cust PO #:

| Job Number | Description | Amount |
|----------------------|--|-----------|
| 346100576 | Pine Ridge CDD Exterior Maintenance For April landscape maintenance 1.320.53800.46200 3/26/24 | 12,853.00 |
| Total invoice amount | | 12,853.00 |
| Tax amount | | |
| Balance due | | 12,853.00 |

Terms: Net 15 Days

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

Please detach stub and remit with your payment

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

Payment Stub

Customer Account#: 24488830
Invoice #: 8841173
Invoice Date: 4/1/2024

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



Invoice

PLEASE Remit To: **CONVERGINT TECHNOLOGIES LLC**
35257 EAGLE WAY
CHICAGO, IL 60678-1352

| | |
|-----------------|----------------------|
| Invoice | W1790538 |
| Invoice Date | 03/31/24 |
| Payment Terms | NET DUE UPON RECEIPT |
| Customer Code | 1015876 |
| Customer P.O. # | |
| Current Due | \$ 795.46 |

** Include invoice # or customer code on check or send to:
achremit@convergint.com

Bill to:

GMS
475 W Town Pl
Ste114RidgewoodTrailsCDDc/oGMS
St Augustine, FL 32092

Ship To / Work Site:

Pine Ridge CDD
4200 Pine Ridge Pkwy
Middleburg, FL 32068

Remarks: Pine Ridge CDD WO# W1790538

| Quantity | Description | Unit Price | Extension |
|----------|--------------------------------|------------|---------------|
| 2.000 | Solomon Bennett | 175.00 | 350.00 |
| 2.000 | Door Electric Strike with Face | 185.23 | 370.46 |
| 1.000 | Florida Service Fee | 75.00 | 75.00 |
| Total: | | \$ | <u>795.46</u> |

Item 1) Equipment: Card Reader

Problem Description: They are having issues with the locks to our poolside bathrooms. The mens restroom door is not locking at all, so you are able to just pull the door open without use of an access card, however, the women's restroom door, once the card is used, is not unlocking even though the access log shows access being granted.

Solution: 3-13-24 Replaced locks and tested. -SB

Thank you for your business!

Amenity Repairs ÷ Replacements
1.330.57200.46100
W 4/2/24

For questions about this invoice, contact your local Convergent office at (877) 881 - 7724

You can pay your invoice online at: www.convergint.com/invoice Note 2.3% surcharge for CC payments
Convergent is an Equal Opportunity/Affirmative Action Employer who is committed to workforce diversity. M/F/D/V.

CYBER CRIME AWARENESS: WE WILL NOT ASK YOU TO CHANGE CONVERGINT REMIT-TO ADDRESS OR BANKING INFORMATION VIA EMAIL

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

Amenity Repairs & Replacements
1.330.57200.46100
4/1/24



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

BILL TO

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

SHIP TO

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

| INVOICE # | DATE | TOTAL DUE | DUE DATE | TERMS | ENCLOSED |
|-----------|------------|-----------|------------|--------|----------|
| 31808 | 03/29/2024 | \$431.03 | 04/13/2024 | Net 15 | |

| PRODUCT/SERVICE | PRODUCT/SERVICE | QTY | RATE | AMOUNT |
|-------------------------------|---|--------|--------|--------|
| | SERVICE REQUEST 38860 - REPAIRS IDENTIFIED DURING JANUARY PM | | | |
| 2a. Parts | Jan 26, 2024: Parts for Repair: Selector Pin FCP 18000619 ***NO LONGER AVAILABLE*** | 1 | 0.00 | 0.00 |
| 2a. Parts | Jan 26, 2024: Parts for Repair: SEAT PAD FCP PARA096 Dove (OLY120) | 1 | 216.96 | 216.96 |
| 2a. Parts | Jan 26, 2024: Parts for Repair: Rear Adjustment Base L P030108-A1 | 1 | 20.00 | 20.00 |
| 2a. Parts | Jan 26, 2024: Parts for Repair: Rear Adjustment Base R P030109-A1 | 1 | 20.00 | 20.00 |
| 2a. Parts | Jan 26, 2024: Parts for Repair: OVAL FRAME BUSHING FCP PAR101 | 1 | 30.72 | 30.72 |
| 2b. Shipping/ Handling | Jan 26, 2024: Shipping and Handling Estimate: | 1 | 41.20 | 41.20 |
| 1. Return Labor | Mar 7, 2024: Estimated Labor - Tech replaced seat pad and oval frame bushing for back rest on leg curl/ext and roller caps on treadmill. UNITS TEST CORRECT Service Request Details/Notes: 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 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. 3. 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 | 90.00 | 90.00 |
| Processing Fee | Processing Fee | 418.88 | 0.029 | 12.15 |

BALANCE DUE

\$431.03

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 253
Invoice Date: 4/1/24
Due Date: 4/1/24
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 - April 2024 | | 437.50 | 437.50 |
| Website Administration -April 2024 | | 100.00 | 100.00 |
| Information Technology - April 2024 | | 133.33 | 133.33 |
| Management Fees - April 2024 | | 4,313.33 | 4,313.33 |
| Office Supplies | | 0.60 | 0.60 |
| Postage | | 19.95 | 19.95 |
| Copies | | 86.40 | 86.40 |
| Total | | | \$5,091.11 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$5,091.11 |

Michael Layne

CCSO OFF-DUTY INVOICE

INVOICE DATE
DATE: MARCH 2024

Security/Monitoring
1.330.57200.34500
4/1/24

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

FOR:
prmgr@riversidemgtsvc.com

| DATE WORKED | DESCRIPTION | TIME IN/OUT | HOURS | RATE | AMOUNT |
|---|--|-------------|-------|---------|----------|
| 03/02/2024 | Amenity center check, 3 citizen contacts, neighborhood patrol, amenity center check, | 1930/2330 | 4.0 | \$50.00 | \$200.00 |
| 03/16/2024 | Amenity center check, 2 citizen contacts, neighborhood patrol, amenity center check, neighborhood patrol. | 2100/0100 | 4.0 | \$50.00 | \$200.00 |
| 03/30/2024 | Amenity center check, neighborhood patrol, amenity center checked, citizen complaint about a reckless motorcycle (unable to locate), amenity center checked, Located the reckless motorcycle. He resides on Lantern Light Trail, warning issued, amenity center checked. | 2200/0200 | 4.0 | \$50.00 | \$200.00 |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: <i>Michael C. Layne</i> | Total | | 12.0 | \$50.00 | \$600.00 |

Make all checks payable to Michael Layne

Thank you for your business!



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

Invoice

Date

4/1/2024

Invoice #

131295620595

| | |
|----------|-----------|
| Terms | Net 20 |
| Due Date | 4/21/2024 |
| PO # | |

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

| Item ID | Description | Qty | Units | Amount |
|----------------|-------------------------------------|-----|-------|----------|
| WM-CHEM-FLAT | Water Management Flat Billing Rate | 1 | ea | 1,533.49 |
| WM-SHED RENTAL | Monthly rental fee for storage shed | 1 | ea | 10.00 |
| Fuel Surcharge | Fuel/Environmental Transit Fee | 1 | ea | 49.05 |

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
u 3/19/24

Remittance Slip

Customer
13GMS100

Invoice #
131295620595

Amount Due \$1,592.54

Amount Paid

Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372




131295620595

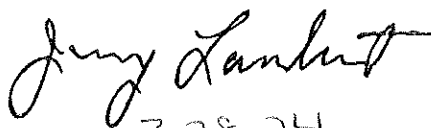
Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 504
Invoice Date: 3/26/2024
Due Date: 3/26/2024
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 February 1 - February 29, 2024 | | 1,888.40 | 1,888.40 |
| Maintenance Supplies | | 1,685.37 | 1,685.37 |
| • General Facility maintenance \$1,888.40 1.330.57200.46000 | | | |
| • Janitorial Supplies - \$350.64 1.330.57200.46201 | | | |
| • Amenity Repairs & Replacements - \$1,242.73 1.330.57200.46100 | | | |
| • Office Supplies - \$92.00 1.330.57200.51000 | | | |
|  3/26/24 | | | |


3-28-24

| | |
|------------------|------------|
| Total | \$3,573.77 |
| Payments/Credits | \$0.00 |
| Balance Due | \$3,573.77 |

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|---|
| 2/1/24 | 3.02 | 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 |
| 2/5/24 | 9.12 | R.A. | Removed pavers and cut sections around rails, re-fit pavers and poured concrete around rails and set out cones, dug trench for drainage at rear splash pad, first layer stone, then weed fabric with second layer of stone for drainage, adjusted dumpster gates, installed left door load bearing wheel, repositioned locking handle and cleared chain link obstruction for latching mechanism, picked up supplies |
| 2/5/24 | 1 | B.W. | Assisted with hand rail stone and concrete at pool |
| 2/6/24 | 3.08 | 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 |
| 2/8/24 | 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 |
| 2/9/24 | 2.68 | R.A. | Inspected issue with pickleball gate, picked up supplies needed, skimmed hate and removed damaged hinge pin, installed a bottom hinge pin for top and bottom hinge locations to support weight of gate, installed a top hinge pin at top and bottom hinge points to capture gate, remove shims and checked for proper alignment |
| 2/13/24 | 4.12 | 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 |
| 2/15/24 | 3.05 | 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 |
| 2/20/24 | 1 | R.A. | Inspected leaking water pipe near courts, need to install close assist hinges and stair tread tape |
| 2/20/24 | 3.02 | 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 |
| 2/22/24 | 3.99 | R.A. | Adjusted tennis court gate and installed spring hinges, adjusted tension but gate door too heavy for spring hinges to fully close door, order heavy duty set, applied non-skid tape to slide steps |
| 2/22/24 | 3.62 | 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 |
| 2/27/24 | 3.13 | 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 |
| 2/29/24 | 3.2 | 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 47.21

MILES 0

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 3/05/24

| <u>DISTRICT</u> | <u>DATE</u> | <u>SUPPLIES</u> | <u>PRICE</u> | <u>EMPLOYEE</u> |
|-----------------|-------------|--|--------------------------|-----------------|
| PR | | | | |
| PINE RIDGE | | | | |
| | 1/18/24 | 72" Protective Basketball Pole Padding (2) | 328.85 | M.C. |
| | 1/18/24 | Dog Waste Bags 30rolls | 166.45 | M.C. |
| | 1/18/24 | Gym Wipes 3200 wipes | 101.87 | M.C. |
| | 1/19/24 | Toilet Paper (2) | 63.65 | M.C. |
| | 1/19/24 | Paper Towels | 30.28 | M.C. |
| | 1/26/24 | Multifold Paper Towels 16pk (2) | 114.38 | M.C. |
| | 1/30/24 | Epson Printer Ink Multi Pack Color | 92.03 | M.C. |
| | 2/5/24 | 60lb Sakrete | 4.80 | R.A. |
| | 2/5/24 | Pointing Trowel | 13.02 | R.A. |
| | 2/5/24 | 24" Dust Mop | 17.22 | R.A. |
| | 2/5/24 | Gate Caster 4" | 28.67 | R.A. |
| | 2/5/24 | Hex Bolt 3 1/2" (2) | 1.17 | R.A. |
| | 2/5/24 | Flat Washer 5/16" (6) | 1.10 | R.A. |
| | 2/5/24 | Lock Washer 5/16" (2) | 0.51 | R.A. |
| | 2/5/24 | Clorox Bleach Foamer Spray (2) | 13.75 | F.S. |
| | 2/5/24 | Softsoap Refill (3) | 22.36 | F.S. |
| | 2/5/24 | Fabuloso (2) | 11.48 | F.S. |
| | 2/7/24 | Holleyweb 3 in 1 Jump Box | 160.70 | M.C. |
| | 2/9/24 | 3" Double Action Hinge | 22.16 | R.A. |
| | 2/9/24 | 2-3/8" Gate Hardware Set | 37.08 | R.A. |
| | 2/9/24 | 5/16x3 1/2 Bolt (4) | 5.47 | R.A. |
| | 2/9/24 | 5/16 Hex Nut (4) | 1.29 | R.A. |
| | 2/9/24 | 5/16 Lock Washer (4) | 0.97 | R.A. |
| | 2/14/24 | Bushing for Incline Bench | 32.20 | M.C. |
| | 2/15/24 | 50lbs Dumbbells | 98.89 | M.C. |
| | 2/22/24 | Black Gloves 80pk | 25.28 | M.C. |
| | 2/22/24 | Blue Gloves 100pk | 20.67 | M.C. |
| | 3/1/24 | D7D Heavy Duty Spring Hinges (2) | 134.06 | M.C. |
| | 3/1/24 | Microfiber Clothes 24 pk | 11.48 | M.C. |
| | 3/1/24 | Mop Head Refill 2pk | 20.09 | M.C. |
| | 3/1/24 | 35qt WB Wringer with Drain Mop Bucket | 103.47 | M.C. |
| | | TOTAL | <u>\$1,685.37</u> | |

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

Invoice

Invoice #: 505
Invoice Date: 4/2/2024
Due Date: 4/2/2024
Case:
P.O. Number:

Bill To:

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

| Description | Hours/Qty | Rate | Amount |
|---------------------------------|-----------|-------------------------|------------|
| Easter Event 330,57200.60100 | | 3,932.15 | 3,932.15 |
| | | Total | \$3,932.15 |
| | | Payments/Credits | \$0.00 |
| | | Balance Due | \$3,932.15 |

4/2/24
C/O

Easter Event 2024 **Pine Ridge Plantation**

3/30/24

GL#330-57200-60100

| | |
|--------------------|------------|
| Total Expenses | Actual |
| District Checks | \$6,532.15 |
| TOTAL EXPENSES DUE | \$2,600.00 |
| | \$3,932.15 |

| Site | Entertainment/Arts & Crafts | Actual |
|----------------------------|--|------------|
| Set up and Site Management | Easter eggs | \$1,049.09 |
| Site Staff | candy, stuffed animals for stuffing eggs | \$1,453.50 |
| Mileage | Easter bunny costume | \$651.02 |
| | cadbury eggs, easter backdrop | \$134.71 |
| | Easter baskets and slippers | \$271.87 |
| | table clothes and prizes | \$371.96 |
| Totals | | \$3,932.15 |

| Food/Beverages/Supplies | DISTRICT CHECK | AMOUNT |
|-------------------------|---|------------|
| | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | |
| | Payable To: | |
| | Jax Carriage Co | \$2,600.00 |
| | | |
| | | |
| | | |
| | | |
| Totals | | \$2,600.00 |

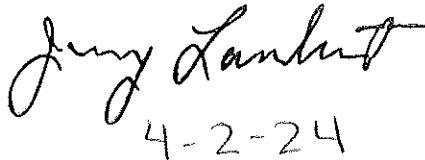
4/1/24

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice**Invoice #:** 503**Invoice Date:** 4/1/2024**Due Date:** 4/1/2024**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 - April 2024 | | 775.33 | 775.33 |
| 1.330.57200.46400- Pool Maintenance Services - April 2024 | | 1,192.50 | 1,192.50 |
| 1.330.57200.34000- Contract Administration - April 2024 | | 2,135.83 | 2,135.83 |
| 1.330.57200.34100-Facility Management - Pine Ridge Plantation - April 2024 | | 5,618.83 | 5,618.83 |
|  | | | |
| Total | | | \$9,722.49 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$9,722.49 |

MAKE CHECK PAYABLE TO:


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

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

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

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

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

ACCOUNT NUMBER

DATE

BALANCE

719342

4/1/2024

\$850.00

0000000007540600100000001714200000008500064

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 4/11/2024

Invoice 171420B

PO #

| Invoice Date | Description | Quantity | Amount | Tax | Total |
|--------------|----------------------------|----------|----------|--------|----------|
| 4/1/2024 | Water Management - Monthly | | \$850.00 | \$0.00 | \$850.00 |

Please remit payment for this month's invoice.

lake maintenance
1.320.53800.46400
4/1/24

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

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$850.00

This Invoice Total:

\$850.00

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

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

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

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

Project Manager Alex Acree



Marilee Giles
Governmental Management Services
475 West Town Place
St. Augustine, FL 32092

April 9, 2024
Invoice No: 190926

Project 23277.00 Pine Ridge Plantation CDD

This invoice includes charges for tasks performed for your project, including:

- Process Requisitions
- CDD Meeting

Please call Alex Acree if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.

Professional Services through March 31, 2024

| Phase | 001 | Engineering Services | | | |
|------------------------------|-----|----------------------|-------|--------|----------|
| | | | Hours | Rate | Amount |
| Vice President of Production | | | .25 | 290.00 | 72.50 |
| Project Engineer, EI 3 | | | .50 | 190.00 | 95.00 |
| Total Labor | | | | | 167.50 |
| Total Due: | | | | | \$167.50 |

Billed to Date

| | Current Due | Prior Billed | Billed to Date |
|--------|-------------|--------------|----------------|
| Labor | 167.50 | 0.00 | 167.50 |
| Totals | 167.50 | 0.00 | 167.50 |

7 Waldo Street, St. Augustine, FL 32084 | P: 904.826.1334 | F: 904.826.4547 | www.MDGinc.com


Invoices are due upon receipt. Prompt payments are critical to keeping your project on schedule. Matthews | DCCM accepts all major credit cards for a 3.5% convenience fee. Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued. We appreciate your business and cooperation with timely payments.

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice**Invoice #:** 506**Invoice Date:** 3/31/2024**Due Date:** 3/31/2024**Case:****P.O. Number:****Bill To:**

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

| Description | Hours/Qty | Rate | Amount |
|--|-----------|-------|-----------------|
| Assistant through March 2024 1.330.57500.34110 | 32.23 | 26.50 | 854.10 |
|  4-12-24 | | | |
| Total | | | \$854.10 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$854.10 |

PINE RIDGE CDD

FACILITY ASSISTANT

| <u>Qty./Hours</u> | <u>Description</u> | <u>Rate</u> | <u>Amount</u> |
|-------------------|--------------------|-------------|---------------|
| 32.23 | Facility Assistant | \$ 26.50 | \$ 854.10 |

Covers Period: March 2024

GL # 1.330.57200.34110

TOTAL DUE:

\$ 854.10

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF MARCH 2024

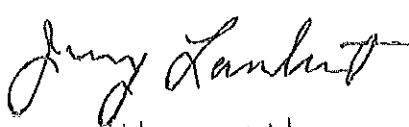
| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--|
| 3/9/24 | 8.05 | S.W. | Completed daily checklist, returned calls and emails |
| 3/10/24 | 8.03 | S.W. | Completed daily checklist, returned calls and emails |
| 3/16/24 | 8.1 | S.W. | Completed daily checklist, returned calls and emails |
| 3/17/24 | 8.05 | S.W. | Completed daily checklist, returned calls and emails |
| | <u>32.23</u> | | |

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

Invoice

Invoice #: 507
Invoice Date: 3/31/2024
Due Date: 3/31/2024
Case:
P.O. Number:

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

| Description | Hours/Qty | Rate | Amount |
|--|-----------|-------|-------------------|
| Lifeguards through March 2024 330.572.3920 | 57.95 | 20.00 | 1,159.00 |
|  4-12-24 | | | |
| Total | | | \$1,159.00 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$1,159.00 |

LIFEGUARDS

Amount

\$ 20.00 \$ 1,159.00

GL # 330.572.3420

\$ 1,159.00

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS FOR MARCH 2024

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--------------------|
| 3/9/24 | 5.88 | T.N. | Lifeguard |
| 3/9/24 | 5.85 | K.L. | Lifeguard |
| 3/10/24 | 6.1 | K.L. | Lifeguard |
| 3/10/24 | 5.87 | T.N. | Lifeguard |
| 3/10/24 | 5.23 | G.R. | Lifeguard |
| 3/16/24 | 5.75 | J.M. | Lifeguard |
| 3/16/24 | 5.85 | G.R. | Lifeguard |
| 3/17/24 | 5.77 | J.M. | Lifeguard |
| 3/17/24 | 5.8 | T.N. | Lifeguard |
| 3/17/24 | 5.85 | G.R. | Lifeguard |
| GRAND TOTAL | <u>57.95</u> | | |

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

Invoice

Invoice #: 508
Invoice Date: 4/10/2024
Due Date: 4/10/2024
Case:
P.O. Number: C BUSS 1652

Bill To:

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

| Description | Hours/Qty | Rate | Amount |
|--------------------------------|-----------|--------|-----------------|
| Pool Chemicals - Trichlor | | 262.35 | 262.35 |
| Pool Chemicals - Liquid Bleach | | 49.39 | 49.39 |
| Total | | | \$311.74 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$311.74 |

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice**Invoice #:** 509**Invoice Date:** 4/10/2024**Due Date:** 4/10/2024**Case:****P.O. Number:** C BUSS 1590**Bill To:**

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

| Description | Hours/Qty | Rate | Amount |
|--|-----------|--------|-----------------|
| Pool Repair - Repair Broken Toro Valve on Auto Fill Assembly | | 224.36 | 224.36 |
| Total | | | \$224.36 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$224.36 |



PAYMENT ADDRESS:
Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503
904.355.6306 • Fax: 904.353.1499 • Toll Free: 800-225-5306 • turnerpest.com

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

Service Slip/Invoice

INVOICE: 618961981
DATE: 4/8/2024
ORDER: 618961981

[347869]

Pineridge Plantation
Amanda Rentsch
4200 Pine Ridge Pkwy
Middleburg, FL 32068-9216

[347869] 904-291-8878

Pineridge Plantation
Amanda Rentsch
4200 Pine Ridge Pkwy
Middleburg, FL 32068-9216

| Work Date | Time | Target Pest | Technician | Time In |
|----------------|----------|--------------|------------|----------|
| 4/8/2024 | 02:11 PM | GHP | | 02:11 PM |
| Purchase Order | Terms | Last Service | Map Code | Time Out |
| JOHN | NET 30 | 4/8/2024 | | 02:36 PM |

| Service | Description | Price |
|---------|-------------|-------|
|---------|-------------|-------|

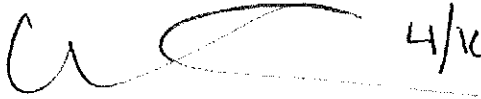
CPCQ Commercial Pest Control - Quarterly Service \$117.42

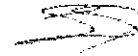
| | |
|----------------------|-------------------|
| SUBTOTAL | \$117.42 |
| Sales Tax | \$8.22 |
| AMT. PAID | \$0.00 |
| TOTAL | \$125.64 |

AMOUNT DUE \$125.64

General Facility Maintenance

1.330.57200.46000

 4/10/24



TECHNICIAN SIGNATURE

Invoice amount: \$117.42 (minus the \$8.22 sales tax)

CUSTOMER SIGNATURE

PLEASE PAY FROM THIS INVOICE

INVOICE



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

Customer #: 24488830
Invoice #: 8875619
Invoice Date: 4/23/2024
Sales Order: 8327432
Cust PO #:

Project Name: 4514 Oak Moss Loop Tree/Stump Removal
Project Description: 4514 Oak Moss Loop Tree/Stump Removal

| Job Number | Description | Qty | UM | Unit Price | Amount |
|---|---|-------|----|------------|--------|
| 346100576 | Pine Ridge CDD Labor to flush cut 2 trees/stumps with a sawzaw and stump gr | 1.000 | LS | 710.00 | 710.00 |
| <i>Grounds Repair & Maintenance</i> <i>1.320.53800.46000</i> <i>U 4/25/24</i> | | | | | |
| Total Invoice Amount | | | | | 710.00 |
| Taxable Amount | | | | | |
| Tax Amount | | | | | |
| Balance Due | | | | | 710.00 |

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 #: 8875619
Invoice Date: 4/23/2024

Amount Due: \$ 710.00

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 #: 8875623
Invoice Date: 4/23/2024
Sales Order: 8349206
Cust PO #:

Project Name: Soil ahead of Spring annuals

Project Description: Soil ahead of Spring annuals

| Job Number | Description | Qty | UM | Unit Price | Amount |
|---|--|-------|----|------------|--------|
| 346100576 | Pine Ridge CDD Nutrient soil refresh for annual beds. | 1.000 | EA | 320.63 | 320.63 |
| <i>Grounds Repair & Maintenance</i> <i>1.320.53800.46000</i> <i>4/25/24</i> | | | | | |
| Total Invoice Amount | | | | | 320.63 |
| Taxable Amount | | | | | |
| Tax Amount | | | | | |
| Balance Due | | | | | 320.63 |

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 #: 8875623
Invoice Date: 4/23/2024

Amount Due: \$ 320.63

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

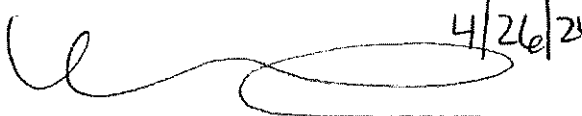
BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655



INVOICE

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

Customer #: 24488830
Invoice #: 8879209
Invoice Date: 5/1/2024
Cust PO #:

| Job Number | Description | Amount |
|----------------------|---|-----------|
| 346100576 | Pine Ridge CDD Exterior Maintenance For May <i>Landscape Maintenance</i> <i>1.320.53800.46200</i> <i>4/26/24</i>  | 12,853.00 |
| Total invoice amount | | 12,853.00 |
| Tax amount | | |
| Balance due | | 12,853.00 |

Terms: Net 15 Days

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

Please detach stub and remit with your payment

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

Payment Stub

Customer Account#: 24488830
Invoice #: 8879209
Invoice Date: 5/1/2024

| | |
|-------------|-------------|
| Amount Due: | \$12,853.00 |
|-------------|-------------|

Thank you for allowing us to serve you

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

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

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

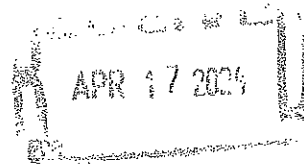


Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

General Invoice

Customer Copy

| CUSTOMER | INVOICE DATE | INVOICE NUMBER | AMOUNT PAID | DUE DATE | INVOICE TOTAL DUE | | |
|------------------------------|--------------|----------------|-------------|----------------|-------------------|--------|------------|
| PINE RIDGE PLANTATION CDD | 04/10/2024 | 262 | \$0.00 | 04/25/2024 | \$95.00 | | |
| DESCRIPTION | QUANTITY | PRICE | UOM | ORIGINAL BILL | ADJUSTED | PAID | AMOUNT DUE |
| OFF DUTY ADMIN MARCH 2024 | 12.00 | \$5.000000 | EACH | \$60.00 | \$0.00 | \$0.00 | \$60.00 |
| OFF DUTY SCHEDULING FEE | 1.00 | \$35.000000 | EACH | \$35.00 | \$0.00 | \$0.00 | \$35.00 |
| | | | | Invoice Total: | \$95.00 | | |



✂ 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 | 04/10/2024 |
| Invoice Number | 262 |
| Customer Number | 79 |
| Amount Paid | |
| Due Date | 04/25/2024 |
| Invoice Total Due | \$95.00 |

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

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

CLIENT NAME

PINE RIDGE

INVOICE NUMBER

CLIENT NUMBER

INVOICE DATE

04/10/2024

CLIENT ADDRESS

| EVENT | DATE | DESCRIPTION | PERSONNEL | HOURS or QUANTITY | RATE | TOTAL |
|-------|----------------------------------|-------------|---|----------------------|---------|---------|
| 1 | 03/02/24 0000 - 03/02/24 0000 | PINE RIDGE | Michael Layne 03/02/24 1930 - 03/02/24 2330 | 4.00 | \$ 0.00 | \$ 0.00 |

EVENT TOTAL: (hrs) 4.00 \$ 0.00

2 03/16/24 0000 - 03/16/24
0000 PINE RIDGE

Michael Layne
03/16/24 2100 - 03/17/24
0100
4.00
\$ 0.00
\$ 0.00

EVENT TOTAL: (hrs) 4.00 \$ 0.00

3 03/30/24 0000 - 03/30/24
0000 PINE RIDGE

Michael Layne
03/30/24 2200 - 03/31/24
0200
4.00
\$ 0.00
\$ 0.00

EVENT TOTAL: (hrs) 4.00 \$ 0.00

INVOICE TOTAL: (hrs) 12.00 \$ 0.00

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

| | | | | |
|-------|--|----------|------------|--------|
| 32003 | 04/17/2024 | \$180.00 | 05/02/2024 | Net 15 |
| PM | SERVICE REQUEST 39570 - APRIL PREVENTATIVE MAINTENANCE | | | |
| | Apr 2, 2024; Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. - Pine Ridge | | | |
| | SERVICES PERFORMED | | | |
| | 1. Tech checked/updated all equipment in BF. | | | |
| | 2. Lubed and dusted all guide rods, weight stacks, and adjustment knobs. | | | |
| | 3. Inspected 5x Strength Units and 2x Benches | | | |
| | Inspected all pulleys, cables, attachments, connections, pads, adjustments, and weight stacks. SEE BELOW | | | |
| | 4. Inspected 2x CrossTrainers and 1x Recumbent Bike. | | | |
| | Checked all pedals, sensors, cup holders, fans, handles, adjustments, buttons and general function. SEE BELOW | | | |
| | 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 under hoods around motor and electrical components. SEE BELOW | | | |
| | ISSUES FOUND | | | |
| | 1. Paramount Pec Fly/ Rear Delt FS-55 sn: FS550901022 arm adjustment lock pin handle is cracked and will fall off soon. Should replace yellow lock pin. | | | |
| | 2. Spirit Elliptical XE795 sn: 7950152012001714 has grinding noise inside when operating. Tech disassembled and found no issue other than rust in certain areas. Tech cleaned, lubricated and rechecked. rust is building in certain components. UNIT TESTS CORRECT. | | | |
| | 3. 3x treadmills TEST CORRECT | | | |

BALANCE DUE

\$180.00

General Facility Maintenance
1.330.57200, 46000
W 4/24/24

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 23, 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. 3381745

16423-1

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

| | | | | |
|----------|-----------|------|--------|---|
| 02/04/24 | G. Lovett | 0.50 | 125.00 | Monitor legislative process relating to matters impacting special districts |
| 02/06/24 | W. Haber | 0.60 | 156.00 | Review correspondence and prepare demand letter regarding impact to CDD-owned conservation property |

TOTAL HOURS 1.10

TOTAL FOR SERVICES RENDERED \$281.00

TOTAL CURRENT AMOUNT DUE \$281.00

CCSO OFF-DUTY INVOICE

Security/Monitoring
1.336.57260.34500
W 4/30/24

INVOICE DATE
DATE:04/30/2024

FOR:
prmgr@riversidemgtsvc.com

[illegible]

Make all checks payable to Matthew Edmonson

Security / Monitoring

1.330.57200.34500

4/29/24

Michael Layne

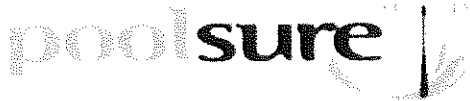
CCSO OFF-DUTY INVOICE

INVOICE DATE
APRIL 2024

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

FOR:
prmgr@riversidemgtstvc.com

| DATE WORKED | DESCRIPTION | TIME IN/OUT | HOURS | RATE | AMOUNT |
|---|--|-------------|-------|---------|----------|
| 04/13/24 | Amenity center checked, neighborhood patrol, amenity center checked, citizen contact, amenity center checked, neighborhood patrol. | 2030/0030 | 4.0 | \$50.00 | \$200.00 |
| 04/27/24 | Amenity center checked, neighborhood patrol, 1 citizen contact, amenity center checked, no other activity. | 2100/0100 | 4.0 | \$50.00 | \$200.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| DEPUTY SIGNATURE: <i>Michael C. Layne</i> | Total | | 8.0 | | \$400.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Make all checks payable to Michael Layne | | | | | |
| Thank you for your business! | | | | | |
| | | | | | |



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

Invoice

Date

5/1/2024

Invoice #

131295621161

| | |
|----------|-----------|
| Terms | Net 20 |
| Due Date | 5/21/2024 |
| PO # | |

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

| Item ID | Description | Qty | Units | Amount |
|----------------|-------------------------------------|-----|-------|----------|
| WM-CHEM-FLAT | Water Management Flat Billing Rate | 1 | ea | 1,533.49 |
| WM-SHED RENTAL | Monthly rental fee for storage shed | 1 | ea | 10.00 |
| Fuel Surcharge | Fuel/Environmental Transit Fee | 1 | ea | 49.05 |

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
C 4/17/24

Remittance Slip

Customer
13GMS100
Invoice #
131295621161

Amount Due \$1,592.54

Amount Paid

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



131295621161

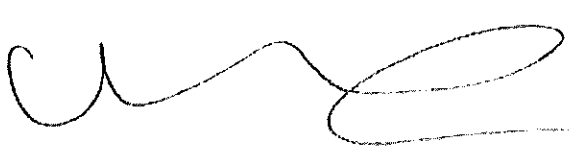
Riverside Management Services, Inc
9855 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice


Invoice #: 510
Invoice Date: 4/16/2024
Due Date: 4/16/2024
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 March 1 - March 31, 2024 | | 1,951.20 | 1,951.20 |
| Maintenance Supplies | | 1,035.23 | 1,035.23 |
| • General Facility maintenance - \$1,951.20 1.330.57200.46000 | 20 | | |
| • Grounds Repair & maintenance \$605.52 1.320.53800.46000 | 52 | | |
| • Office Supplies - \$31.94 1.330.57200.51000 | | | |
| • Janitorial Supplies - \$397.77 1.330.57200.46201 | | | |
|  4/17/24 | | | |

| | |
|------------------|------------|
| Total | \$2,986.43 |
| Payments/Credits | \$0.00 |
| Balance Due | \$2,986.43 |


4-22-24

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|---|
| 3/4/24 | 5.81 | R.A. | Installed tennis court self closing hinges, installed hinges and made adjustment to closing tension and gate hinge points to ensure proper gate closing, installed second gate self closing hinges, adjusted gate height, gate hinge points and closing tension to ensure proper function, drilled drainage points in three trash receptacles and two metal trash receptacles |
| 3/5/24 | 3.05 | 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 |
| 3/6/24 | 4.02 | R.A. | Picked up supplies, added quick change fitting to hose reels, cleaned three pool deck drains completely blocked from dirt and tree ring rocks, removed metal grates, rocks, dirt and other foreign objects up to elbow or shoulder length in drainage pipes, cleaned and replaced grates, layered weed control fabric over grates to help manage blockage in the future, covered grates with removed rock |
| 3/7/24 | 3.62 | 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 |
| 3/8/24 | 1 | R.A. | Re-installed a loose stone from the pillar façade, re-installed loose no entry pool tile, picked up supplies |
| 3/12/24 | 4.15 | 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 |
| 3/14/24 | 3.05 | 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 |
| 3/19/24 | 2.6 | R.A. | Worked on tennis court gate, removed fence panel and installed so chain link is on outside of frame with windscreen on the inside, removed cross supports to left and right of gate panel and installed two feet higher to help prevent children from climbing support bars |
| 3/19/24 | 3.28 | 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 |
| 3/20/24 | 4.1 | R.A. | Worked on basketball court gate, removed fence panel and installed chain link on outside of gate frame with windscreen on the inside, moved cross support bars to left and right of gate two feet higher to prevent children from climbing them, measured and dug holes for gate and fence posts near pond at charter school |
| 3/21/24 | 3.13 | 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 |
| 3/26/24 | 3.18 | 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 |
| 3/27/24 | 1.96 | R.A. | Installed fence panel near pool that was removed by paint crew, found tennis court gates open and inspected, found gates are being forced open and hyper extended, will research for heavy duty alternative for self closing hinges, inspected erosion ditch, made small adjustments to gates to help with closing |
| 3/27/24 | 1.91 | J.S. | Assisted putting up fence panel back together, washed down four electrical boxes |
| 3/28/24 | 3.92 | 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 48.78

MILES 0

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

Period Ending 4/05/24

| DISTRICT | DATE | SUPPLIES | PRICE | EMPLOYEE |
|------------|---------|---------------------------------|------------|----------|
| PR | | | | |
| PINE RIDGE | | | | |
| | 2/16/24 | Trash Bags (2) | 54.37 | M.C. |
| | 2/16/24 | Paper Towels (2) | 60.55 | M.C. |
| | 2/16/24 | Toilet Paper (2) | 78.60 | M.C. |
| | 2/21/24 | Clay County Master Plumbing | 522.00 | M.C. |
| | 3/1/24 | Gym Wipes 800ct 4pk | 135.45 | M.C. |
| | 3/1/24 | Multifold Paper Towels 16pk (2) | 68.80 | M.C. |
| | 3/1/24 | Post It Sticky Notes 24 pk | 31.95 | M.C. |
| | 4/2/24 | 50lb Concrete (4) | 31.56 | R.A. |
| | 4/2/24 | Mountain Granite Gravel (3) | 17.18 | R.A. |
| | 4/2/24 | 4x4 8' (3) | 34.78 | R.A. |
| | | TOTAL | \$1,035.23 | |

1001 Bradford Way
Kingston, TN 37763

Invoice #: 254
Invoice Date: 5/1/24
Due Date: 5/1/24
Case:
P.O. Number:

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

| | |
|--------------------|-------------------|
| Balance Due | \$5,030.05 |
|--------------------|-------------------|

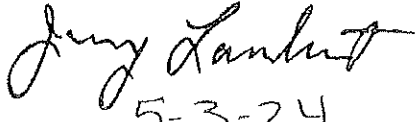
Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 511
Invoice Date: 5/1/2024
Due Date: 5/1/2024
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 - May 2024 | | 775.33 | 775.33 |
| 1.330.57200.46400- Pool Maintenance Services - May 2024 | | 1,192.50 | 1,192.50 |
| 1.330.57200.34000- Contract Administration - May 2024 | | 2,135.83 | 2,135.83 |
| 1.330.57200.34100- Facility Management - Pine Ridge Plantation - May 2024 | | 5,618.83 | 5,618.83 |
| 2X4 Gutter Grate (PO#: 1760) | | 40.82 | 40.82 |
|  5-3-24 | | | |

Total \$9,763.31

Payments/Credits \$0.00

Balance Due \$9,763.31

MAKE CHECK PAYABLE TO:


Post Office Box 20122
Tampa, FL 33622-0122
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

ACCOUNT NUMBER: _____ DATE: _____ BALANCE: _____

ADDRESSEE

☐ Bill to the following address (if different from the above):

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


| ACCOUNT NUMBER | DATE | BALANCE |
|----------------|----------|----------|
| 719342 | 5/1/2024 | \$850.00 |

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

0000000007540600100000001786090000008500063

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 5/11/2024 Invoice 178609B PO #

| Invoice Date | Description | Quantity | Amount | Tax | Total |
|---|----------------------------|----------|----------|------------|----------|
| 5/1/2024 | Water Management - Monthly | | \$850.00 | \$0.00 | \$850.00 |
| Please remit payment for this month's invoice. | | | | | |
| lake maintenance 1.320.53800.46400  5/2/24 | | | | | |
| Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices. | | | | Credits | \$0.00 |
| | | | | Adjustment | \$0.00 |
| | | | | AMOUNT DUE | |

Total Account Balance including this invoice:

\$850.00

This Invoice Total:

\$850.00

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

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

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

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

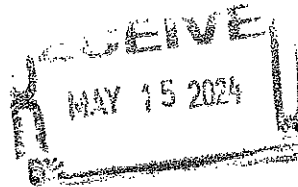


Please include Customer Number and make
checks payable to: Clay County Sheriff's Office

General Invoice

Customer Copy

| CUSTOMER | INVOICE DATE | INVOICE NUMBER | AMOUNT PAID | DUE DATE | INVOICE TOTAL DUE | | |
|------------------------------|--------------|----------------|-------------|---------------|-------------------|--------|------------|
| PINE RIDGE PLANTATION CDD | 05/10/2024 | 294 | \$0.00 | 05/25/2024 | \$55.00 | | |
| DESCRIPTION | QUANTITY | PRICE | UOM | ORIGINAL BILL | ADJUSTED | PAID | AMOUNT DUE |
| OFF DUTY ADMIN APRIL 2024 | 4.00 | \$5.000000 | EACH | \$20.00 | \$0.00 | \$0.00 | \$20.00 |
| OFF DUTY SCHEDULING FEE | 1.00 | \$35.000000 | EACH | \$35.00 | \$0.00 | \$0.00 | \$35.00 |
| Invoice Total: | | | | | | | \$55.00 |



✂ 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 | 05/10/2024 |
| Invoice Number | 294 |
| Customer Number | 79 |
| Amount Paid | |
| Due Date | 05/25/2024 |
| Invoice Total Due | \$55.00 |

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

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

INVOICE NUMBER

CLIENT NAME

PINE RIDGE

INVOICE DATE

CLIENT NUMBER

05/10/2024

CLIENT ADDRESS

| EVENT | DATE | DESCRIPTION | PERSONNEL | HOURS or QUANTITY | RATE | TOTAL |
|-------|----------------------------------|-------------|---|----------------------|---------|---------|
| 1 | 04/13/24 0000 - 04/13/24 0000 | PINE RIDGE | Michael Layne 04/13/24 2030 - 04/14/24 0030 | 4.00 | \$ 0.00 | \$ 0.00 |

EVENT TOTAL: (hrs) 4.00 \$ 0.00

INVOICE TOTAL: (hrs) 4.00 \$ 0.00

Clay County Master Plumbing LLC

P.O. Box 1374
Middleburg, FL 32050

Invoice

| Date | Invoice # |
|----------|-----------|
| 5/5/2024 | 37156 |

| |
|---|
| Bill To |
| Pine Ridge Plantation 4200 Pine Ridge Pkwy Middleburg, FL 32068 |

| |
|--------------------|
| Job Address |
| |

| P.O. No. | Terms | Rep | Marketing |
|----------|---------------------|-----|-------------|
| | Due upon completion | SC | Repeat Comm |

| Item | Description | Quantity | Rate | Amount |
|----------|---|----------|--------|--------|
| Plumbing | <p>Came out for waterline pulling apart in the men's restroom (tall urinal). Checked pipe and fittings and they were alright and re-glued 3/4" cpvc line to male adapter. Tightened urinal valve/sloan valve back up and tested repair. The urinal is functioning properly at this time.</p> <p>(Recommend breaking tile and adjusting height and location of water supply to remove stress off sloan valve.)</p> <p>E-mailed 05/22/24</p> <p><i>Amenity Repairs & Replacements</i> <i>1.330.57200.46100</i> <i>5/22/24</i></p> | | 375.00 | 375.00 |

| | | | | |
|----------------|--------------|----------------------------------|--------------------|----------|
| Phone # | Fax # | Web Site | Total | \$375.00 |
| 904-589-9666 | 904-212-2828 | www.claycountymasterplumbing.com | Balance Due | \$375.00 |



Print

Pre-payment Deposit Invoice

Pine Ridge Plantation
Attn: Maria Cranford
4200 pine ridge plantation parkway
middleburg , FL US 32068
9042918878

Invoice Number: KSM57FTAB14424

Invoice Date: Thu May 23 11:25:08 EDT 2024

User Name: prplantation

Terms: Due upon receipt

Next Billing Date: Jun 18, 2024

| Description | Amount |
|--------------------------|----------|
| Constant Contact - Email | \$374.40 |
| Prepay for 40% Off | |
| Estimated Tax | \$0.00 |

AMOUNT DUE: **\$374.40**

Please make checks payable in **USD funds** to *Constant Contact, Inc.* noting your **Invoice Number or Constant Contact User Name** on the check.


Constant Contact, Inc. is a corporation with a Federal Tax ID number of: 04-3285398.

Note:

1. Payments under a prepayment plan are non-refundable deposits on account with Constant Contact that will be used to settle future monthly invoices.
2. Pre-payment amounts are estimated based on your current selection of services and may not be sufficient to last the discount period you choose.
3. Actual charges and discounts will be calculated at the time of your monthly invoice based on products and add-on services to which you subscribe and related usage.
4. When your prepayment runs out we'll attempt to charge your account under the same prepayment terms. If we are not able to, we'll convert your account to a standard monthly payment plan.

Billing questions? Contact Support

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US

Printing & Email Marketing
1. 330.57200.53000
 5/23/24

Please detach and return the following portion with your check payment.

✂
Detach and return this portion

Invoice Number: KSM57FTAB14424

Invoice Date: Thu May 23 11:25:08 EDT 2024

User Name: prplantation

Terms: Due upon receipt

Billing Address: Pine Ridge Plantation
Maria Cranford
4200 pine ridge plantation parkway
middleburg , FL US 32068
9042918878

Payment Plan: Prepay for 40% Off

Services: Constant Contact - Email
()

\$374.40

Estimated Tax

\$0.00

| | |
|--------------------|--|
| AMOUNT DUE: | |
|--------------------|--|

Please send check to:
Constant Contact, Inc.
Attn: Accounts Receivable
1601 Trapelo Road
Waltham, MA 02451


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

Invoice

Invoice #: 512
Invoice Date: 4/29/2024
Due Date: 4/29/2024
Case:
P.O. Number:

Bill To:

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

| Description | Hours/Qty | Rate | Amount |
|---|-----------|----------|------------|
| Pressure Washing Services - March 2024 | | 1,653.60 | 1,653.60 |
| Grounds Repair & Maintenance 1.320.53800.46000  5/3/24 | | | |
| Total | | | \$1,653.60 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$1,653.60 |

Riverside Management Services, Inc.

9655 Florida Mining Blvd. W, Bldg. 300, Suite 305, Jacksonville, Florida 32257

Service Detail

Bill To: Pine Ridge Plantation

Invoice Date: 4/1/24

Due Date: Upon Receipt

Amount Due: \$ 1,653.60

| <u>Description</u> | <u>Amount</u> |
|---|---------------|
| <u>Pressure Cleaning of the following:</u> | |
| 3/4/24 Pressure washed sidewalk around play area. Pressure washed main pool deck. | \$ 429.00 |
| 3/5/24 Pressure washed pool deck, all drainage around pool deck. | \$ 436.80 |
| 3/7/24 Pressure washed pool deck breezeway to zero entry area | \$ 466.05 |
| 3/8/24 Pressure washed deck to right side of breezeway. | \$ 321.75 |

TOTAL AMOUNT DUE: \$ 1,653.60

Should you have any questions, please contact Jerry Lambert @ (904) 286-7667
or jlambert@msnf.com

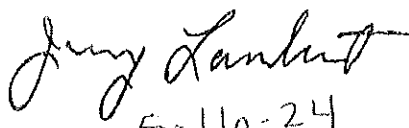
Remit Payment

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

Invoice

Invoice #: 513
Invoice Date: 4/30/2024
Due Date: 4/30/2024
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 Assistant through April 2024 1,330.57200.34110 | 12.68 | 26.50 | 336.02 |
|  5-16-24 | | | |
| Total | | | \$336.02 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$336.02 |

PINE RIDGE CDD
FACILITY ASSISTANT

| <u>Qty./Hours</u> | <u>Description</u> | <u>Rate</u> | <u>Amount</u> |
|-------------------|--------------------|-------------|---------------|
| 12.68 | Facility Assistant | \$ 26.50 | \$ 336.02 |

Covers Period: April 2024

GL # 1.330.57200.34110

TOTAL DUE:

\$ 336.02

RMS

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF APRIL 2024

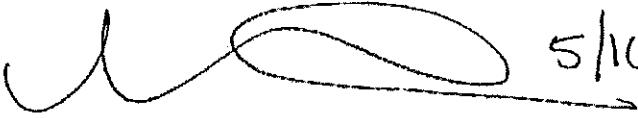
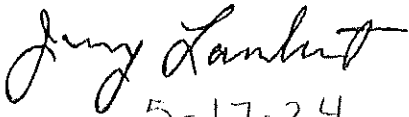
| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|--|
| 4/27/24 | 4.7 | S.W. | Completed daily checklist, returned calls and emails |
| 4/28/24 | 7.98 | S.W. | Completed daily checklist, returned calls and emails |
| | <u>12.68</u> | | |

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

Invoice

Invoice #: 514
Invoice Date: 5/14/2024
Due Date: 5/14/2024
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 April 1 - April 30, 2024 | | 3,318.40 | 3,318.40 |
| Maintenance Supplies | | 1,346.83 | 1,346.83 |
| • Grounds Repair & Maintenance \$3,407.34 1.320.53800.46000 | | | |
| • Amenity Repairs & Replacements \$800.72 1.330.57200.46100 | | | |
| • Janitorial Supplies - \$457.17 1.336.57200.46201 | | | |
|  5/16/24 | | | |
|  5-17-24 | | | |

Total \$4,665.23

Payments/Credits \$0.00

Balance Due \$4,665.23

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|---|
| 4/2/24 | 3.45 | R.A. | Picked up supplies, installed three four by four eight foot long into pre dug post holes after adding gravel for drainage, poured concrete and leveled posts, added water and backfilled with dirt, installed six by six's, concrete, leveled and back filled with dirt, installed fence gate |
| 4/2/24 | 4.3 | 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 |
| 4/4/24 | 3.12 | 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 |
| 4/5/24 | 2 | R.A. | Replaced flush valves in women's bathroom, unclogged another toilet, mopped up water from flush valve, picked up supplies, installed back flow preventer on pool shower for health inspection, put up yard sale sign at designated areas |
| 4/8/24 | 6 | R.A. | Removed dirt and mulch from erosion ditch, picked up large rocks, laid down weed control fabric then rock, cleaned some sand from gutters at Buggy Whip and loaded into truck, used to back fill ditch, added top layer of heavy duty weed control fabric, covered with removed mulch and dirt, scrubbed chalk drawings from tennis courts and removed debris, laid poison down on ant hills at pool deck, sidewalk outside amenity, courts, playground area, along pond and sidewalk near Buggy Whip |
| 4/8/24 | 6 | J.S. | Removed dirt and mulch from erosion ditch, picked up large rocks, laid down weed control fabric then rock, shoveled sand from side of road into truck, used to backfill ditch, added top layer of heavy duty weed control fabric covered with mulch and dirt, scrub chalk drawings from tennis courts, removed debris around area, put ant killer on ant mounds |
| 4/9/24 | 1 | R.A. | Drilled holes and anchored first aid kit in desired locations, moved AED to first aid station and mounted |
| 4/9/24 | 3.17 | 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 |
| 4/11/24 | 3 | 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 |
| 4/12/24 | 2.75 | R.A. | Looked at installing signs, picked up supplies, bolted slide sign to gate at bottom, tennis court gate latch fell off and unable to lock gate, picked up chain and lock for a temporarily fix to keep gate secured |
| 4/15/24 | 5.52 | R.A. | Drilled new holes for court gate latch, installed through bolt, painted hardware black and hung signs, installed hog wire fence along pond entrance at charter school, picked up supplies |
| 4/15/24 | 5.93 | J.S. | Drilled holes for basketball court gate latch, picked up supplies, installed through bolts for gate latch, installed signs on both sides of courts, installed fence between school and pond entrance to keep motorized vehicles out |
| 4/16/24 | 3 | 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 |
| 4/18/24 | 3.37 | 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 |
| 4/22/24 | 8.42 | J.S. | Straightened and organized all pool deck furniture, take all signs and gate hardware off of pool fence, removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles |
| 4/23/24 | 3 | R.A. | Removed buckled pavers behind pool slide, dug out roots and cut up and removed, smoothed and leveled paver base and re-installed pavers |
| 4/23/24 | 2.37 | 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 |
| 4/24/24 | 4 | R.A. | Moved extra light poles and traffic signs to storage in rear pool pack, assessed damaged to main entrance sign and discussed options for repair, cut non slip tape and fit to water slide tower stairs, picked up supplies |
| 4/24/24 | 4 | J.S. | Move extra lights and street signs to storage area in rear pool pack, assisted cut and fit non slip tape for slide tower stairs |
| 4/25/24 | 3.6 | 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 |

RMS

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

| <u>Date</u> | <u>Hours</u> | <u>Employee</u> | <u>Description</u> |
|-------------|--------------|-----------------|---|
| 4/30/24 | 1.76 | R.A. | Removed inappropriate drawings off the tennis and basketball courts, discussed plans for painting picnic tables and finishing slide stairs |
| 4/30/24 | 3.2 | 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 |

TOTAL 82.96

MILES 0

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 5/05/24

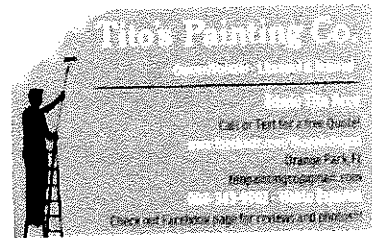
| <u>DISTRICT</u> | <u>DATE</u> | <u>SUPPLIES</u> | <u>PRICE</u> | <u>EMPLOYEE</u> |
|-----------------|-------------|---|--------------------------|-----------------|
| PR | | | | |
| PINE RIDGE | | | | |
| | 3/26/24 | Epson Colored Printer Ink (2) | 90.75 | M.C. |
| | 3/29/24 | Toilet Paper | 31.48 | M.C. |
| | 3/29/24 | Paper Towels | 34.48 | M.C. |
| | 4/3/24 | 5pk 2x4 Pool Drain Grates | 13.58 | M.C. |
| | 4/3/24 | Printer Paper | 57.34 | M.C. |
| | 4/3/24 | E114 Dispenser Keys 10pk | 12.35 | M.C. |
| | 4/3/24 | Sprayway Glass Cleaner 12pk | 36.79 | M.C. |
| | 4/3/24 | 50 Ounce Soft Soap Refills 6pk | 43.34 | M.C. |
| | 4/3/24 | 7.5 Ounce Soft Soap Bottles 6pk | 9.20 | M.C. |
| | 4/3/24 | Taylor Replacement Reagent Refill Kit 2oz | 29.36 | M.C. |
| | 4/4/24 | First Aid Cabinet with Supplies | 109.91 | M.C. |
| | 4/4/24 | Men's Coverall | 61.08 | M.C. |
| | 4/4/24 | 1.6 gal Zurn Flush Valve Kit (2) | 46.35 | M.C. |
| | 4/4/24 | Zurn 1 gal Flush Valve Kit | 29.69 | M.C. |
| | 4/4/24 | Lifeguard Fanny Packs with Whistles (8) | 85.93 | M.C. |
| | 4/4/24 | First Aid Supply Kit 326 piece | 46.41 | M.C. |
| | 4/5/24 | Gloves 80pk | 25.28 | R.A. |
| | 4/5/24 | 3/4" Backflow Preventer | 9.45 | R.A. |
| | 4/5/24 | Trash Bags (2) | 52.24 | M.C. |
| | 4/15/24 | 1-1/4" Fence Staples 1lb | 6.88 | R.A. |
| | 4/15/24 | 50lb Fast Set Concrete | 7.89 | R.A. |
| | 4/15/24 | Flat Bar Aluminum | 19.47 | R.A. |
| | 4/15/24 | 1"x5/16" Bolt 5pc | 2.83 | R.A. |
| | 4/15/24 | 5/16"x2.5" Bolt (3) | 5.66 | R.A. |
| | 4/15/24 | 5/16" Hex Nut (6) | 2.97 | R.A. |
| | 4/17/24 | Fire Ant Killer | 29.87 | R.A. |
| | 4/19/24 | 42 Gal Trash Bags 200ct | 122.98 | M.C. |
| | 4/19/24 | Nitrile Gloves 80ct | 25.28 | M.C. |
| | 4/24/24 | 2"x20 yards Anti Skid Tape (4) | 149.91 | M.C. |
| | 4/24/24 | AA Batteries 60pk | 22.85 | R.A. |
| | 4/25/24 | Scissors | 17.23 | R.A. |
| | 4/26/24 | Toilet Paper (2) | 76.13 | M.C. |
| | 4/26/24 | Airwck Plug Refill | 18.53 | M.C. |
| | 5/3/24 | All In One Wood Cleaner | 13.37 | R.A. |
| | | TOTAL | <u>\$1,346.83</u> | |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK..... AMOUNT # |
|--------------------|-------|-----------------------------------|--|----------------------------|--------|-----------|----------------------------|
| 4/05/24 | 00029 | 3/26/24 24-00241 | 202403 320-53800-61000 | PAINTING & PRESSURE WASH | * | 5,270.89 | |
| | | | | EDWIN ARCE DBA TITO'S | | | 5,270.89 000066 |
| 4/05/24 | 00203 | 3/07/24 2014 | 202403 320-53800-61000 | DIGITALLY PRINTED SIGNS | * | 431.85 | |
| | | | | WRAPTOR | | | 431.85 000067 |
| 4/09/24 | 00001 | 5/05/24 1757 | 202403 310-51300-49000 | RESERVE STUDY UPDATE | * | 2,800.00 | |
| | | | | COMMUNITY ADVISORS, LLC | | | 2,800.00 000068 |
| 4/30/24 | 00030 | 4/19/24 13658-1 | 202404 320-53800-61000 | FINAL PMT AWNING COVER | * | 3,379.50 | |
| | | | | BOREE CANVAS UNLIMITED INC | | | 3,379.50 000069 |
| TOTAL FOR BANK B | | | | | | 11,882.24 | |
| TOTAL FOR REGISTER | | | | | | 11,882.24 | |

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.: 24-002410
Invoice date: 03/26/2024

| # | Date | Product or service | SKU | Qty | Rate | Amount |
|-------|------|---|-----|-----|------------|-------------------|
| 1. | | Add'l services Replacing broken Trim boards in front and rear of building. Caulked, Primed and painted. Painting of front and back beams. Painting of additional areas not originally painted. Pressure washing of Roof. | | 0 | \$4,825.00 | \$4,825.00 |
| 2. | | Materials Invoice includes labor, materials & Paint - Paint Brand: Sherwin Williams | | 0 | \$0.00 | \$0.00 |
| 3. | | Add'l services Balance of Lift Rental | | 0 | \$445.89 | \$445.89 |
| 4. | | Acceptable payment options Payment accepted: CashApp, Cashier Checks, Cash & Credit cards (Fee associated). NO PERSONAL CHECKS! | | 0 | \$0.00 | \$0.00 |
| Total | | | | | | \$5,270.89 |

Ways to pay



Note to customer

Thank you for your business.

Capital Repairs: Replacement
2. 320. 53800. 61000
3/26/24

INVOICE

Wraptor, LLC

1838 Henley Road, Suite 1
Middleburg, FL 32068

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



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. | Labor & Materials Digitally Printed Signs: - (6) 16"x16" - (2) 24"x24" | | 1 | \$550.00 | \$550.00 |
| 2. | Merchant Service Fee 3% Merchant Service Charge | | 550 | \$0.03 | \$16.50 |

Total \$566.50

Ways to pay

Pay invoice

Paid by Requisition #64 \$118.15
Remaining Balance \$431.38 (minus merchant service fee \$16.50).



10459 Hunters Creek Court
Jacksonville, Florida 32256

Invoice

| Date | Invoice # |
|-----------|-----------|
| 3/5/2024 | 1757 |
| Project # | 2022 |

Bill To

Pine Ridge Plantation CDD
Ms. Marilee Giles, District Manager
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

| Description | Amount |
|------------------------------|----------|
| Reserve Study Update Invoice | 2,800.00 |

| E-mail | |
|---------------------------------|--------------|
| csheppard@communityadvisors.com | |
| Phone # | 904-303-3275 |

| Pay This Amount | \$2,800.00 |
|-----------------|------------|
|-----------------|------------|

| Terms | Due on receipt |
|-------|----------------|
|-------|----------------|

BOREE CANVAS UNLIMITED, INC

4635 HIGHWAY AVENUE

JAX, 32254

(904) 388-8770 - (800) 396-6770

WEBSITE: www.boreecanvas.com

Invoice

| DATE | INVOICE # |
|-----------|-----------|
| 4/19/2024 | 13658-1 |

| |
|---|
| BILL TO |
| PINE RIDGE PLANTATION CDD 4200 PINE RIDGE PKWY MIDDLEBURG, FL 32068 |

Capital Repair/Replacement
2.320.53800.61000
4/24/24

| P.O. NO. | TERMS |
|----------|------------|
| | ON RECEIPT |

| DESCRIPTION | QTY | RATE | AMOUNT |
|--|-----|--------------------------------|-------------------------------|
| (3) FREE-STANDING GABLE CANOPIES @ POOL AREA Down Payment Check #62 Tax Exempt | 1 | 6,759.00 -3,379.50 0.00% | 6,759.00 -3,379.50 0.00 |
| REMOVE AWNING COVER IN EXCESS OF 75MPH WINDS | | | |
| Thank you for choosing Boree Canvas. | | | Total \$3,379.50 |