

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.

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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.

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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.

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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.

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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.

DocuSigned by:
Manlee Giles
A38999D0EDC14F4
Secretary / Assistant Secretary

DocuSigned by:
Matt Biagetti
3AE5629A08074E9
Chairman / Vice Chairman