

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, July 23, 2024 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Lewis	Vice Chairman
Jack Montoya	Supervisor
Nelson Nazario	Supervisor
Jerry Ritchie	Supervisor

Also, present were:

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. Five Board members were present constituting a quorum. She noted she spoke with Alex Acree about the meeting in the agenda and he did not have anything for the Board and asked if something comes up if she will present that to him.

SECOND ORDER OF BUSINESS

Public Comments (*Regarding Agenda Items Listed Below*)

Ms. Giles noted copies of the agenda are available if anyone wishes to follow along and invited members of the public to speak on agenda items. There is also a public comment at the end of the meeting.

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THIRD ORDER OF BUSINESS

Fiscal Year 2025 Budget

A. Overview of Budget

Ms. Giles gave an overview of the budget. The Board approved the FY25 budget at the May meeting. The overall budget is the same going into 2025 as it was in 2024. On page 11 is a table with a side-by-side comparison of the 2024 and 2025 budgets.

B. Public Hearing to Consider the Adoption of the Fiscal Year 2025 Budget

Ms. Giles stated this is the opportunity for residents to speak about the budget. She asked for a motion to open the public hearing.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Opening the Public Hearing, was approved.

Ms. Giles asked for any comments or questions on the budget. Hearing no public comments she asked for a motion to close the public hearing.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Closing the Public Hearing, was approved.

C. Consideration of Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Mr. Haber noted the Board previously approved a proposed budget that was provided to Clay County and now comes back to the Board for adoption. Once Resolution 2024-04 is adopted the budget is final. The O&M assessments will be based on that. Ms. Giles noted unless there are any comments or questions from the Board, she is looking for a motion to adopt Resolution 2024-04.

On MOTION by Mr. Nazario seconded by Mr. Biagetti, with all in favor, Resolution 2024-04, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2025, was approved.

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D. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

Mr. Haber noted Resolution 2024-05 levy's and imposes the O&M assessments and certifies both the O&M assessments and the debt assessments for collection.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Partial Release of Construction Easement

Mr. Haber stated the District received a request from a property owner of property that is vacant and he believes is subject to a conservation easement. A request was made for the CDD to release a construction easement that the CDD holds over that property. When this project first started, the developer granted the CDD a construction easement over virtually the entire project. It's called a blanket easement and was granted to the developer in December of 2006 to give access to the property to develop improvements. Now that the project is complete, that construction easement has not been released in its entirety and still remains on certain parcels of property that are owned by this property owner who made the request. They are trying to clear title on the property that they own and are asking the CDD to release the construction easement as it relates to their property. The partial release is only for the property that this property owns which appears to be all conservation property. He recommended the Board approve the partial release in substantial form and approve it subject to the Chairman working with his office to make certain the real property for which the easement will be released is in fact conservation or other property that we are certain no longer needs an easement over it.

On MOTION by Mr. Nazario seconded by Mr. Ritchie, with all in favor, the Partial Release of Construction Easement & Authorizing the Chair to Work with Staff, was approved in substantial form.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing to report.

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B. District Manager – Discussion of Fiscal Year 2025 Meeting Schedule

Ms. Giles noted on page 35 of the agenda package is the FY25 meeting schedule. The budget would be approved at the May 20th meeting so 60 days are needed to adopt it at the July meeting therefore would need to change the July 15th to July 22nd.

On MOTION by Mr. Biagetti seconded by Mr. Nazario, with all in favor, the Fiscal Year 2025 Meeting Schedule with Changes to the July Date, was approved.

Ms. Giles noted all Supervisors filed their Form 1 on time and reminded the Board of the ethics training required by December 31st.

C. Engineer

There being no comments, the next item followed.

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

Ms. Cranford presented the Amenity Manager Report on page 38 of the agenda. Ms. Fisher from Brightview was unable to attend the meeting. There was staffing at the beginning of last week so the services days were shifted to Thursday and Friday. During TJ's ride through last week, he noted a lot of the pocket parks that need to be addressed. Ms. Cranford discussed seeking other waste removal companies to provide more cost-efficient services.

2. Report

Mr. Soriano discussed the lighting project for the sports courts including basketball and pickleball courts. Altogether there will be a set of 16 lights and two rows in the middle with double arms to allow a light on each to shine on the respective courts. He presented a quote from T&M for labor on what is there now including permitting work for \$57,820, adding conduit will be extra. The poles will come from LightMart. A quote from LED Pros for the decorative hanging drop bells on fiberglass poles to do 7 is \$10,325. The sports court LED light fixtures should be ready in August but no formal quote yet. He noted they are all in at \$100,242.68 including the numbers for the sports court fixtures. Timeframe to begin the work would be October.

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On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, Amend Previous NTE \$40,000 from March 19, 2024 Meeting for Perimeter Lights Project to Add an Additional \$70,000 for a Total NTE \$110,000 for the Entire Courts and Perimeter Lights Project and Authorize Staff to Work with Supervisor Lewis, was approved.

SIXTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Resident – Commented on a meet and greet for new residents. Ms. Giles noted they don’t have a meet and greet but do have a meeting every other month and onsite is Maria then Jay and I are staff off site. There are five Supervisors on the Board. Counsel attends all the meetings. An Engineer attends when needed. Individual questions go to Maria first.

Supervisor Requests:

Board member thanked Jay and Maria, commented on the amenity this summer, staff and lifeguards have been great.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the May 21, 2024 Meeting

Ms. Giles presented the minutes from the May 21, 2024 meeting and asked for a motion to approve the minutes.

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

C. Assessment Receipts Schedule

Ms. Giles presented the balance sheet as of May 31st and assessment receipt schedule showing the District is 100% collected.

D. Approval of Check Register

Ms. Giles presented the check registers for April and May totaling \$104,082.

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

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EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – 9/17/24 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for September 17, 2024 at 6:00 p.m. here at the same location.

NINTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Marilee Giles
A3899DD0EDC1AF4
Secretary / Assistant Secretary

Signed by:
Matt Biagetti
3AE5629A08074E9
Chairman / Vice Chairman