

PINE RIDGE PLANTATION
Community Development District

November 19, 2024

AGENDA

Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.pineridgeplantationcdd.com

November 12, 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, November 19, 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. Organizational Matters
 - A. Oath of Office for Newly Elected Supervisors
 - B. Election of Officers, Resolution 2025-01
- IV. Consideration of Proposal from Matthews for Public Facility Report
- V. Staff Reports
 - A. Attorney
 - B. District Manager
 - 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 September 17, 2024 Meeting
- B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2024 (*will be sent under separate cover*)
- C. Assessment Receipts Schedule (*will be sent under separate cover*)
- D. Approval of Check Register (*will be sent under separate cover*)

VIII. Next Scheduled Meeting – 01/21/25 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

IX. Adjournment

THIRD ORDER OF BUSINESS

B.

RESOLUTION 2025-01

**A RESOLUTION DESIGNATING OFFICERS OF THE PINE
RIDGE PLANTATION COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Pine Ridge Plantation Community Development District at a regular business meeting held on November 19, 2024 desires to elect the below recited persons to the offices specified.

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

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Marilee Giles</u>	Secretary
<u>Marilee Giles</u>	Treasurer
<u>James Oliver</u>	Assistant Treasurer
<u>Daniel Laughlin</u>	
<u>Darrin Mossing</u>	
<u>James Oliver</u>	Assistant Secretary
<u>Daniel Laughlin</u>	
<u>Darrin Mossing</u>	

PASSED AND ADOPTED THIS 19TH DAY OF NOVEMBER, 2024

Secretary / Assistant Secretary

Chairman / Vice Chairman

FOURTH ORDER OF BUSINESS

September 18, 2024

Marilee Giles, District Manager
GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092
904-940-5850 x412
Mgiles@gmsnf.com

Re: Proposal for Professional Planning Services
Project Name: Pine Ridge Plantation CDD
Project No.: 23277.00

Dear Marilee:

Matthews | DCCM is offering you this additional services proposal to provide professional engineering services for a Public Facilities Report for the Pine Ridge Plantation CDD (Project) located at located 475 West Town Place, Suite 114, St. Augustine, Florida. The Public Facilities Report will meet the requirements of Florida Statutes Chapter 189.08.

II – Public Facilities Report

Every 7 years, Chapter 189.08 requires that each independent special district shall submit to each local general-purpose government in which it is located a public facilities report and an annual notice of any changes. The public facilities report shall specify the following information:

- (a) A description of existing public facilities owned or operated by the special district, and each public facility that is operated by another entity, except a local general-purpose government, through a lease or other agreement with the special district. This description shall include the current capacity of the facility, the current demands placed upon it, and its location. This information shall be required in the initial report and updated every 7 years at least 12 months before the submission date of the evaluation and appraisal notification letter of the appropriate local government required by s. 163.3191. The department shall post a schedule on its website, based on the evaluation and appraisal notification schedule prepared pursuant to s. 163.3191 (5), for use by a special district to determine when its public facilities report and updates to that report are due to the local general-purpose governments in which the special district is located.
- (b) A description of each public facility the district is building, improving, or expanding, or is currently proposing to build, improve, or expand within at least the next 7 years, including any facilities that the district is assisting another entity, except a local general-purpose government, to build, improve, or expand through a lease or other agreement with the district. For each public facility identified, the report shall describe how the district currently proposes to finance the facility.
- (c) If the special district currently proposes to replace any facilities identified in paragraph (a) or paragraph (b) within the next 10 years, the date when such facility will be replaced.
- (d) The anticipated time the construction, improvement, or expansion of each facility will be completed.
- (e) The anticipated capacity of and demands on each public facility when completed. In the case of an improvement or expansion of a public facility, both the existing and anticipated capacity must be listed.

Fees for Public Facilities Report services will be billed on a time and materials (T&M) basis, with an initial estimated fee of **\$3,500**, plus direct reimbursable expenses. Matthews DCCM will initiate services following receipt of a fully executed work authorization from Pine Ridge Plantation CDD, which will serve as our notice to proceed.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,

Matthews | DCCM

A handwritten signature in blue ink, appearing to read 'A. Acree', is positioned above the printed name.

Alex R. Acree, PE
Vice President of Production

FEE SUMMARY

The following list summarizes costs associated with work items as described above. For your convenience, we have outlined the fees previously associated with the original scope of work and additional fees covering the expanded scope of work for this project.

	Initial Proposed Fee	Add'l Scope Cost	Total Fee
I – Engineering Services	N/A	N/A	N/A (T&M)
II – Public Facilities Report	N/A	\$3,500	\$ 3,500 (T&M)
Total Estimated Cost:	N/A	\$3,500*	\$ 3,500*

***Plus direct reimbursable expenses and permit fees**

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 – \$300.00
Division Lead	\$260.00 – \$285.00
Program Manager	\$240.00 – \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 – \$270.00
Senior Planner	\$210.00 – \$230.00
Senior Landscape Architect	\$220.00 – \$260.00
Senior Construction Inspector	\$195.00 – \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 – \$240.00
Project Engineer	\$160.00 – \$190.00
Planner	\$160.00 – \$190.00
Landscape Architect	\$170.00 – \$190.00
Construction Inspector	\$170.00 – \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 – \$200.00
Senior Landscape Designer	\$180.00 – \$200.00
CAD Designer and Engineering Tech	\$130.00 – \$170.00

SUPPORT STAFF	
Controller	\$150.00 – \$200.00
Graphic Designer	\$100.00 – \$140.00
Senior Graphic Designer	\$140.00 – \$180.00
Project Administrator and Project Coordinator	\$95.00 – \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 – \$255.00
Project Architect	\$170.00 – \$190.00
Project Coordinator, Architect	\$140.00 – \$170.00
Intern Architect	\$115.00 – \$140.00
CA, Architect	\$220.00 – \$240.00
Specifications Writer	\$220.00 – \$240.00
SURVEYING	
Project Director, Survey	\$215.00 – \$245.00
Senior Surveyor	\$170.00 – \$200.00
Senior GIS Enterprise Administrator	\$170.00 – \$200.00
Project Surveyor	\$155.00 – \$185.00
Project GIS Developer, Survey	\$155.00 – \$185.00
Staff Surveyor	\$135.00 – \$165.00
Staff GIS Analyst	\$135.00 – \$165.00
Four Man Field Crew	\$215.00 – \$245.00
Three Man Field Crew	\$195.00 – \$215.00
Two Man Field Crew	\$170.00 – \$200.00
One Man Field Crew	\$150.00 – \$180.00
One Man Crew (GPS/RTK)	\$200.00 – \$230.00
Two Man Crew (GPS/RTK)	\$215.00 – \$245.00
CADD Technician, Survey	\$115.00 – \$145.00
GIS Technician	\$115.00 – \$145.00
Field Technician, Survey	\$95.00 – \$125.00

a) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:

- Mileage will be billed per current IRS rates.
- Production costs will be billed at the following rates:
 - Paper copies:
 - 8½"x11" B&W - \$0.27 each
 - 8½"x11" Color - \$0.50 each
 - 11"x17" B&W - \$0.55 each
 - 11"x17" Color - \$0.88 each
 - Plots 24" x 36":
 - Black line plots - \$2.20 each
 - Color plots - \$55.00 each
 - Mylar - \$44.00 each
 - Binding: \$5.50 per book
 - Foam Board Mounted Color Plots: \$71.50 each
 - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each

The following will be billed at cost plus 15%:

- Travel and hotel expenses
 - Shipping and delivery, including UPS shipping and courier services
- b) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- c) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- d) **Retainer.** If a retainer is required, **it will be kept for the duration of the Project and applied to the final invoice.** Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- e) **Supplemental Owner's responsibilities - Surveying Services.**
If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
- Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
 - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
 - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
 - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
 - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
 - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
 - **Alternatively;** Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.

- f) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
- g) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL
EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR
NEGLIGENCE.

FIFTH ORDER OF BUSINESS

D.

1.

Quality Site Assessment

Prepared for: Pine Ridge CDD

General Information

DATE: Tuesday, Sep 24, 2024

NEXT QSA DATE: Wednesday, Jan 29, 2025

CLIENT ATTENDEES: Karen Fisher

BRIGHTVIEW ATTENDEES: Rodney Hicks

Customer Focus Areas

Quality you can count on.

7
Seven
Standards of
Excellence



1

Site Cleanliness



2

Weed Free



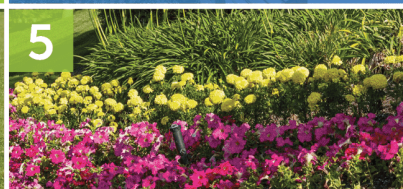
3

Green Turf



4

Crisp Edges



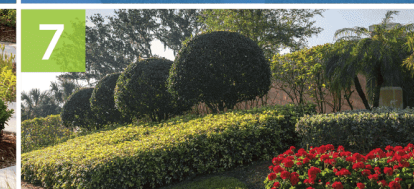
5

Spectacular Flowers



6

Uniformly Mulched Beds



7

Neatly Pruned Trees & Shrubs

QUALITY SITE ASSESSMENT

Pine Ridge CDD

Maintenance Items



- 1** Amenity Center is looking sharp, defined bed lines and weed free.
- 2** The crew will trim around Handicap sign on their next visit.
- 3** The Viburnum hedge in the Amenity Center parking lot that was damaged by a vehicle is recovering nicely.
- 4** Plant material is trimmed off the walkways throughout.

QUALITY SITE ASSESSMENT

Pine Ridge CDD

Maintenance Items



- 5** We will be treating the dollar weed throughout the amenity center and pool on 10/30.
- 6** The crew cut back the ornamental grasses at the office and treated with insecticide, they are flushing back out beautifully.
- 7** Newly installed annuals are looking healthy.
- 8** The crew will make sure to trim the top of this Ligustrum tree during their next visit.

QUALITY SITE ASSESSMENT

Pine Ridge CDD

Maintenance Items



- 9** The turf along side the pavers at the pool has almost fully filled in. Much improved from last year!
- 10** Fence line maintenance strips throughout are well defined. The crew will trim plant material growing through the fence during their next visit.
- 11** Edging throughout is in rotation.
- 12** Low visibility areas are well maintained.

QUALITY SITE ASSESSMENT

Pine Ridge CDD

Maintenance Items



13 Palms throughout were recently pruned.

14 Overall the community landscaping is in great condition heading into the fall/winter.



2.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: November 19, 2024
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager & Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- Fitness Pro performed quarterly preventative maintenance of the fitness equipment on October 11th
- Repairs to several pieces of fitness equipment were completed on November 8th
- Two additional flush valves were replaced, one in the women's clubhouse restroom and another in the women's poolside restroom. Several additional flush valves were purchased to have on hand for future repairs
- New clocks were purchased and placed above the fireplace mantle and outdoor pillars facing the pool
- Awning support posts have been repainted, giving a new fresh look
- Repairs were made to the large Pine Ridge sign, sign has been cleaned and will be repainted next
- Brightview installed new annuals on October 15th
- RMS staff replaced and mangled and broken latch on the back entry gate of the pool pack area. Additional repairs were also made to the front entry gate of the pool pack area
- RMS staff leveled several areas of sinking pavers on the pool deck to help prevent any tripping hazards
- Howard A/C made repairs to the main building side indoor A/C unit. A burnt wire had to be replaced.

- Numerous trees that were dead or at risk of falling after hurricane Helene were removed by TreeCo on October 29th
- RMS staff replaced several broken drain grates around the pool ledge

In Progress Items:

- Complete pressure washing of the pavers behind the water slide, main entryway and roundabout
- Paint large Pine Ridge sign on Tynes Blvd
- 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 Monday and Wednesdays and emptying all dog waste receptacles

Amenity Manager:

- Number of rentals booked for September and October = 10
- Number of rentals tentatively scheduled for November and December = 16
- Frozen Sweets truck was at the amenity center on September 22nd from 2 to 5 p.m.
- Fudtrip – The Filipino Kitchen is scheduled to be at the amenity center on November 13th from 5 to 8 p.m.
- Annual Halloween Event featuring the haunted house was held at the amenity center on October 26th from 7 to 10 p.m.
- Community Christmas event preparations have begun. Event will be on December 14th from 5 to 8 p.m.

- Community yard sale was held on November 2nd and 3rd and planning the next one for some time in January
- Small group of residents continue to utilize the clubhouse on Tuesday afternoons for game day
- Pine Ridge HOA continues to hold their monthly HOA meetings in the clubhouse the second Tuesday of each month. Next scheduled meeting is November 14th 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 November 12th 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, September 17, 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 <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. Four Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*Regarding Agenda Items Listed Below*)

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

- Megan Austin (4683 Cambridge Dr.) – Noted her backyard is sinking into the pond. Lake Doctors reviewed the pond bank and submitted a proposal. The engineer will review and Mr. Soriano will reach out to the county.

**Mr. Montoya joined the meeting at this time.*

On MOTION by Mr. Lewis seconded by Mr. Nazario, with all in favor, NTE \$20,000 to Repair 100 ft. of Pond Bank Erosion and Directing Staff to work with District Engineer and County, was approved.

THIRD ORDER OF BUSINESS

Acceptance of Fiscal Year 2023 Audit Report

Ms. Giles stated there were no findings or recommendations on the Fiscal Year 2023 audit.

On MOTION by Mr. Biagetti seconded by Mr. Nazario, with all in favor, the Acceptance of Fiscal Year 2023 Audit Report, was approved.

FOURTH ORDER OF BUSINESS

Discussion of CDD Goals & Objectives

Mr. Haber updated the Board on new legislation requiring all Special Districts to adopt goals & objectives and submit them to the state by October 1st. GMS has recommended some goals and objectives included in the agenda package.

On MOTION by Mr. Nazario seconded by Mr. Ritchie, with all in favor, the CDD Goals & Objectives, were approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing to report unless there are any questions.

B. District Manager

Ms. Giles had nothing to report.

C. Engineer

Ms. Giles noted staff will reach out to the District Engineer and work with him on the pond bank erosion.

D. Amenity & Operations Manager

1. Landscape Quality Inspection Report

Ms. Cranford presented the Amenity Manager's Report on page 53 of the agenda. She noted they will start lifting and cutting branches in October.

2. Report

Mr. Soriano updated the Board on the lights for the pickleball courts.

SIXTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

Mr. Nazario asked about outstanding Down to Earth invoices when switching over to Brightview. Mr. Soriano noted it was resolved. Happy with the outcome, cut their losses. Brightview is good with their reporting.

Mr. Montoya asked if the bank isn't getting cut due to the rain. Ms. Cranford stated yes.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the July 23, 2024 Meeting

Ms. Giles presented the minutes from the July 23, 2024 meeting.

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

Ms. Giles stated the balance sheet and statement of revenues ending July 31, 2024 is on page 64 of the agenda package.

C. Assessment Receipts Schedule

Ms. Giles noted the Assessment Receipts Schedule is on page 76 showing the District is 100% collected.

D. Approval of Check Register

Ms. Giles presented the check registers for June and July totaling \$95,333.74.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Consent Agenda, was approved.
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EIGHTH ORDER OF BUSINESS

**Next Scheduled Meeting –11/19/24 @ 6:00
p.m. at the Pine Ridge Plantation Amenity
Center**

Ms. Giles stated the next meeting is scheduled for 11/19/24 at 6:00 p.m. at the same location.

NINTH ORDER OF BUSINESS

Adjournment

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

Secretary / Assistant Secretary

Chairman / Vice Chairman