

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, November 19, 2024, at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Lewis	Vice Chairman
Jack Montoya	Supervisor
Nelson Nazario	Supervisor
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 <i>by phone</i>	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.

SECOND ORDER OF BUSINESS

Public Comments (*Regarding Agenda Items Listed Below*)

Ms. Giles noted there were no members of the public present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Ms. Giles stated that during general elections, three Supervisors ran unopposed. She noted that they would administer the oath of office to Mr. Biagetti, Mr. Montoya, and Mr. Nazario.

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Pine Ridge Plantation CDD

Ms. Giles reminded the Board members that they are government officials in Florida and are subject to compliance with the Sunshine Law. For any business discussion about the Pine Ridge Plantation CDD, she stated the supervisors could only speak in public meetings and are subject to Florida's public records law meeting. Any document acquired about the District is subject to public records request. Ms. Giles added that they should email her through segregated email if they had those requests. It was suggested that any questions regarding public records documentation from the individual supervisor go through the manager.

B. Election of Officers, Resolution 2025-01

Ms. Giles stated that in the current designation of officers, Mr. Biagetti is the Chairman, Mr. Lewis is the Vice Chairman, Mr. Montoya, Mr. Ritchie, and Mr. Nazario are Assistant Secretaries, and she is the Secretary and Treasurer. She added that Mr. Laughlin, Mr. Oliver, and Mr. Mossing are Assistant Secretaries and Assistant Treasurers who could fill in or sign documents in her absence.

On MOTION by Mr. Nazario seconded by Mr. Ritchie, all in favor, Election of Officers, Resolution 2025-01, was approved.

FOURTH ORDER OF BUSINESS

**Consideration of Proposal from Matthews
for Public Facility Report**

Ms. Giles stated that there is a requirement that Special Districts prepare public facilities reports every seven years. She added that the last one was December 28, 2017 and it was time to do another report. The report describes the existing facilities and outlines improvements or expansions. The proposal is for \$3,500.

On MOTION by Mr. Biagetti seconded by Mr. Nazario, with all in favor, the Proposal from Matthews for Public Facility Report, was approved.

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Pine Ridge Plantation CDD

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber reminded all Board members to complete their training. He added that no formal registration or certificate is needed. Board members will need to listen and fill out the form. He said he was happy to answer any questions.

B. District Manager

Ms. Giles stated there was nothing to report. She offered to assist anyone who needed help with the ethics training.

C. Engineer

Mr. Sariano stated they were still getting deliveries of lights. He noted that he had a growing pile of bell lights. He said he didn't like poles being visible to passersby. Mr. Soriano said they had received just about everything except for the two floors. He added that the cost should not exceed \$110,000 that the follow-up laborer and electrician pictures should be included.

D. Amenity & Operations Manager

1. Landscape Quality Inspection Report

Ms. Cranford presented the Landscape Quality Inspection Report on page 18. She noted they have a wasp infestation and added that Turner Pest Control is expected to treat it. Ms. Cranford stated that the water's chemical overspray affected the sod along the pool edge.

Ms. Cranford added that they were transitioning into Christmas time. She said they had started decorating and working on activities for the kids. She noted that the event will be on Saturday, December 14, 2024. Ms. Cranford said they will be doing the Grinch again. And they have new, festive backdrops for photos.

Ms. Cranford was asked if there had been any issues with the tennis and basketball courts. She said the usual amount of trash was left behind. She noted that it would be good when they got the light poles with security cameras installed. Ms. Cranford added that they had received another overflow fee with the increased amount of trash. She said they were able to switch to larger dumpsters. She said they would be getting six.

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2. Report

Mr. Soriano had nothing to report.

SIXTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Mr. Nazario stated that a resident indicated that the basketball goal is unstable. It was noted that the goal had already been discussed and that plans were in place to fix it.

Ms. Giles asked about the timeline for when all the equipment will be in. Mr. Soriano stated that he was working with the contractor on the timeline and noted that they would discuss it in the meeting.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the September 17, 2024, Meeting

Ms. Giles presented the minutes from the September 17, 2024, meeting. She stated she was looking for a motion to approve.

On MOTION by Mr. Montoya, seconded by Mr. Lewis, with all in favor, the Minutes of the September 17, 2024, Meeting were approved.

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending September 30, 2024

Ms. Giles stated that the balance sheet and statement of revenues ending September 30, 2024, were on page 34 of the agenda package.

C. Assessment Receipts Schedule

Ms. Giles noted the Assessment Receipts Schedule for Fiscal Year 2024 showed 100% collected.

D. Approval of Check Register

Ms. Giles presented the check registers for August and September, totaling \$140,022.86. She added that August was a normal amount of around \$50,000.00. September included the Egis Insurance payment of \$36,000.00. Ms. Giles indicated no unusual variances. She asked for questions or comments.

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

EIGHTH ORDER OF BUSINESS

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

Ms. Giles stated the next meeting is scheduled for January 21, 2025, at 6:00 p.m. at the same location.

NINTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Marilee Giles
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Secretary / Assistant Secretary

Signed by:
Matt Biagetti
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Chairman / Vice Chairman