

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, March 18, 2025, at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

Jerry Ritchie	Vice Chairman
Jack Montoya	Supervisor
Nelson Nazario	Supervisor

Also, present were:

Marilee Giles	District Manager
Kyle Magee <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. Three 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

Consideration of Proposals

A. Brightview – Tynes Boulevard Curb Clean Up

Ms. Giles noted the wrong proposal was include in the agenda. She asked for the item to be tabled. Mr. Soriano commented there was an issue with the road and complaints on dumping. The county will vacate the road, and the property owner will get ownership.

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Other discussion was held on the right-of-way, clean-up process, acquisition of road, extending the sidewalk, more permanent solutions, concrete issues, satellite used, berm issue, sand clean-up, and letting the grasses grow. Ms. Giles stated they would table this item and provide the Board with updates at the next meeting.

B. Brightview – Enhancement Plan

Ms. Cranford provided a review of this item including it being a 3-year plan and included different phases. Discussion included topics on the roses, set-up, new construction, specific enhancement, entry walls, refreshing the areas, sign area with gaps, other areas to beef up, look at different areas to focus for plans, improvements to be made, and to bring back proposals. Ms. Giles noted this item will be tabled.

FOURTH ORDER OF BUSINESS

Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2026 Budget

Ms. Giles noted this is the opportunity to provide guidance to the staff for any line items to look at for budget planning. She added they will prepare a draft budget and bring it back to the May meeting. She stated if it's higher that is okay, they will be able to lower but cannot go higher. She stated they will work with the accountant to review all prior invoices to plan for the proposed budget.

A Board member questioned a \$5,000 invoice from the county to provide the tax bills. Ms. Giles stated there is a GMS employee to work with the county on this issue. It was noted that Assessment & Administration line item is for the work on the budget with the county. The proposed budget will be approved on May 20th and adoption on July 22nd. Ms. Giles added the District looks good with the financials and there was \$861,000 in the general fund, and \$691,000 in the capital reserve fund. She added they are healthy financially.

Ms. Giles noted they will review the capital reserve study and see the amount that is recommended to put into the FY26 budget. She noted they would take Board guidance on any other areas.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee had nothing to report.

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B. District Manager

Ms. Giles reminded the Board the Form 1 is due by July 1, 2025. This form has liabilities, assets, employments and is available online. She added she will send a link.

C. Engineer

Ms. Giles noted there is nothing from the engineer.

D. Amenity & Operations Manager

Ms. Cranford presented the Amenity Management Report to include the technology, alarm monitoring, internet access going in and out, software last update was in 2019, need updates for technology support to get us to the current software, and annual updates. She noted they are near capacity for access cards and plans for upgrades to the controller to expand the data base. She made comments on the access cards, updated software, alarm monitored back up, both the option of a controller and software. She explained the options for software compatibility with the current controller.

Questions were asked on the timelines, discussion on completing the entire project, and budgeting for future needs. The Board decided to approve the controller and the software.

Ms. Giles noted she will get with District counsel to do an addendum.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, the Proposal for \$7,673.63 for the Software Updates and the Controller, was approved.
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Ms. Cranford provided updates on events and noted there is a resident that is a new principal for the charter school who wants to form a partnership with the community.

Mr. Soriano provided updates on pond erosion and the engineer meeting with the residents to explain the situation and solutions of adding a French drain. His suggested to build up to the bank and a drain box. He noted he does not have updates from the residents.

Discussion ensued on the process of the scope of work, setting a precedent for the District, erosion issues, swell in between the houses, having residents work together, sand deposits, placement of the drain, the engineer and counsel would need to develop an agreement,

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offering the agreement to all homeowners, rentals in this area, bringing in dirt, and total of labor costs.

After discussion the Board agreed to give direction for the district counsel to work with Mr. Soriano to install boxes. Other discussion was held on access cards, drainage, moving rocks, damages, original plan with security cameras, light poles are up, needs for security cameras on the courts, overview and possible options for solutions on some of the security issues.

Ms. Giles confirmed the Board asked to have proposals for the security cameras brought to the next meeting.

SIXTH ORDER OF BUSINESS

Public Comments/Supervisor's Requests

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the January 21, 2025, Meeting

Ms. Giles presented the minutes from the January 21, 2025 meeting and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Montoya, seconded by Mr. Nazario, with all in favor, the Minutes of the January 21, 2025 Meeting, were approved.

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending January 31, 2025

Ms. Giles stated the balance sheet and income statement for the period of January 31, 2025 are in the agenda package.

C. Assessment Receipts Schedule

Ms. Giles noted the Assessment Receipts Schedule shows the district 98% collected.

D. Approval of Check Register

Ms. Giles presented the check register totaling \$97,465.26. She commented there were no unusual variances, but it is a little higher than usual. A question was asked about invoices and

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approval. Ms. Giles explained if it is above the spending limit the Board approves at the meeting and some are reoccurring that are paid monthly.

Mr. Ritchie noted a concern was noted that a vendor payment was made before completion of a job, and it was never completed. The Board did not want this to happen again. Mr. Soriano made comments on his proposals, payments, and the process used for paying vendors.

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

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – 05/20/25 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for May 20, 2025, at 6:00 p.m. at the same location. She stated this will be for the budget approval.

EIGHTH ORDER OF BUSINESS

Adjournment

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

Signed by:

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 Secretary / Assistant Secretary

Signed by:

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 Chairman / Vice Chairman