

**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 Thursday, **January 8, 2026**, at 5:30 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida.

Present and constituting a quorum were:

Matt Biagetti
Jeff Lewis
Jerry Ritchie
Jack Montoya

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary

Also, present were:

Marilee Giles
Wes Haber *by phone*
Jay Soriano
Maria Cranford
Mike Silverstein *by phone*
Karen Fisher

District Manager
District Counsel
GMS Operations
GMS Amenity Management
District Engineer
Brightview Landscape

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 5:30 p.m. Four Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*Regarding Agenda Items Listed Below*)

Ms. Giles stated there were no members of the public present to provide comments.

THIRD ORDER OF BUSINESS

Ratification of Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2025 Audit

January 8, 2026

Pine Ridge Plantation CDD

Ms. Giles reviewed the audit engagement letter from Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2025, which documents the firm’s acceptance of its appointment and outlines the scope and responsibilities of the audit. After brief discussion and confirmation that the District has worked with the firm previously, a motion was made to ratify the engagement letter.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, the Audit Engagement letter from Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2025 Audit, was ratified.

FOURTH ORDER OF BUSINESS

Consideration of Proposals from Brightview Landscaping Services, Inc. for Additional Trees

Ms. Giles stated that the Board was considering a proposal from Brightview for landscape improvements along the parking lot and entrance area. Ms. Fisher explained that there are several options including trees only, trees with extended hedge line, or hedge planting only. After prior discussion, staff requested a revised proposal focusing on installing trees only within the landscape inlands to improve uniformity and esthetics.

Ms. Fisher reviewed the proposal details, noting that the recommended option included installing 4-inch caliber Southern Live Oak trees, which are larger, more established trees and better suited for long term success. She explained that Brightview provides a one-year warranty on plant material, subject to irrigation and environmental conditions, and that canopy height would be maintained to avoid line-of-sight or visibility issues, particularly near the entrance and exit.

After discussion regarding cost, plant size, and consistency with existing landscaping, a motion was made to approve the installation of seven-gallon Southern Oak trees for a total cost of approximately \$17,531.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Proposal from Brightview Landscaping Services, Inc. for additional trees, was approved.

January 8, 2026

Pine Ridge Plantation CDD

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated he had nothing to report but was happy to answer any questions.

B. District Manager

Ms. Giles confirmed that all Board members completed their required ethics training prior to December 31, 2025 and noted that members may complete their four hours of ethics training for calendar year 2026 at any time during the year. She offered to track completions if members email her their completion.

Ms. Giles advised that the March meeting agenda will include an item for Board guidance on the FY27 budget. She explained that the staff will use this guidance, along with the upcoming capital reserve study, historical expenditures, and known contract cost increases, to prepare the proposed budget. She noted that the proposed FY27 budget will be presented at the May meeting, with budget adoption scheduled for July 9.

C. Engineer

Mr. Silverstein stated that there were no formal updates.

D. Amenity & Operations Manager

1. Landscape Quality Inspection Reports

2. Report

Ms. Cranford stated that planning is underway for the upcoming Easter event, including ordering and stuffing eggs. She also noted that advertising for summer lifeguards has begun and that she recently met with maintenance staff to prioritize seasonal preparations, including repainting the dump bucket, addressing sagging pavers, and completing other general maintenance to prepare the facilities for the summer season.

3. Safe Slide Restoration Proposal

Ms. Cranford reviewed proposals related to annual water slide inspection and maintenance. She explained that the District typically selects Option B, but other options were available, including Option C, which covers the entire slide surface. Board members discussed the benefits of Option C, including reduced risk of riders getting stuck and additional protection of the slide's gel coat, while still extending the original construction warranty.

January 8, 2026

Pine Ridge Plantation CDD

On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, the Safe Slide Restoration Proposal Option C totaling \$7,700, was approved.

SIXTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Ms. Giles opened for public comments and Supervisor’s requests.

Resident addressed the Board regarding inconsistent speed limits throughout the community and expressed safety concerns, noting recent accidents and incidents involving children. The resident requested more uniform speed limits, particularly lower speeds on residential side streets and near school areas.

Staff responded that all community roads are owned and maintained by Clay County, which is responsible for setting and enforcing speed limits, installing signage, and maintaining roadways. It was explained that certain posted speed limits, such as 15 mph outside of school zones, may not be enforceable under state law. Residents were advised that speed limit changes and road concerns should be submitted directly to Clay County Public Works, and that multiple resident requests often result in faster responses. Decorative signage was also discussed, with clarification that the County maintains only standard traffic signage for liability and compliance reasons.

Board members noted that the gate near the courts is malfunctioning and asked about an automatic door closer. Staff explained previous repairs to the latch have been inconsistent but no safety issues exist; the vendor will review the gate. The Board discussed the condition of the sidewalks in common areas, noting some are dark and in need of cleaning. Staff clarified that only District-owned sidewalks are maintained, not county sidewalks in front of homes, and recommended starting with high-visibility areas. They agreed to begin phased cleaning, track completed areas with a map, and reassess future needs, while acknowledging tree roots contribute to sidewalk lifting over time.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the November 18, 2025 Meeting

Ms. Giles presented the minutes from the November 18, 2025, meeting and asked for any comments, corrections, or changes. The Board had no revisions.

January 8, 2026

Pine Ridge Plantation CDD

On MOTION by Mr. Montoya, seconded by Mr. Lewis, with all in favor, the Minutes of the November 18, 2025, Meeting, were approved.

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending November 30, 2025

Ms. Giles presented the balance sheet and income statement for the period ending November 30, 2025.

C. Assessment Receipts Schedule

Ms. Giles noted the assessment receipts schedule shows the District is 97% collected.

D. Approval of Check Register

Ms. Giles presented the check registers for October and November in the amount of \$111,479.05.

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

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – 03/05/26 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for March 5, 2026 at 6:00 p.m. at the same location.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Giles asked for a motion to adjourn the meeting.

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

Signed by:
Marilee Giles
A38999D0EDC14F4...
Secretary / Assistant Secretary

Signed by:
Matthew Biagetti
3AE5629A08074E9...
Chairman / Vice Chairman