

**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 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:

Jeff Lewis	Vice Chairman
Nelson Nazario	Assistant Secretary
Jerry Ritchie	Assistant Secretary
Jack Montoya <i>by phone</i>	Assistant Secretary

Also, present were:

Marilee Giles	District Manager
Michelle Rigoni <i>by phone</i>	District Counsel
Jay Soriano	GMS Operations
Maria Cranford	GMS Amenity Management

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. Three 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

Acceptance of Fiscal Year 2024 Audit Report

Ms. Giles presented the Fiscal Year 2024 audit report. She reminded the Board that all Districts are required to have an annual audit done by an independent CPA. She highlighted

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some comments on the audit report from Berger, Toombs, Elam, Gaines & Frank that indicated their opinion is that everything looked good, and they did not identify any deficiencies in internal control that they consider to be a material weakness. She also pointed out in the management letter that there were no findings or recommendations in the preceding financial audit. She noted that under financial condition and management, it noted that they did not have any such recommendations. Lastly, she pointed out in the compliance letter that Pine Ridge Plantation CDD complied in all material respects the aforementioned requirements during the Fiscal Year September 30, 2024. She concluded that this is a clean audit and a very good audit.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, Accepting the Fiscal Year 2024 Audit Report, was approved.

FOURTH ORDER OF BUSINESS**Discussion of Fiscal Year 2025 Audit Services and Appointment of Audit Committee**

Ms. Giles explained that they use Berger, Toombs, Elam, Gaines & Frank and this District has used them since 2010. She noted they've done a great job for this District, but this year they fell behind. She further explained that they had a turnover of one of their partners and maybe some of the staff. She pointed out that the audit is due by June 30, but they didn't receive this District audit until September 30, so it wasn't received by the June 30 date. She noted that there were numerous emails sent from GMS staff, the accountant, and District Counsel to Berger, Toombs, Elam, Gaines & Frank following up on that. She added that they did get it, they are okay, and it was submitted to the state before the November 21 deadline. She opened up for discussion. After discussion, the Board decided to stay with Berger, Toombs, Elam, Gaines & Frank for their auditing services.

FIFTH ORDER OF BUSINESS**Consideration of Third Amendment to the Agreement for Landscape and Irrigation Maintenance Services with Brightview Landscaping Services Inc.**

Ms. Giles stated their current agreement expired September 30, 2025, and this is just an agreement to take them for one more year to September 30, 2026. After discussion, the Board agreed to approve the Third Amendment to the Brightview Landscape Agreement in substantial

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form and authorize staff to negotiate rates to remain flat for Fiscal Year 2026 and Fiscal Year 2027.

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with all in favor, the Third Amendment to the Agreement for Landscape and Irrigation Maintenance Services with Brightview Landscaping Services Inc. and Authorizing Staff to Negotiate Rates to Remain Flat for Fiscal Year 2026 and Fiscal Year 2027, was approved in substantial form.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2026-01, Amending the Fiscal Year 2025 General Fund & Capital Reserve Fund Budget

Ms. Giles stated this item is to true up the budget. She explained that when the District exceeds the budgeted expenses an amendment is necessary. She further explained that the amendment is a formality for the audit purposes and the expenses are projection. She pointed out that there are several lines that are under budget and a few lines that were over budget. She added that the funds have already been expensed, so no funds are actually really moving. She stated this is a paper trail, it's for the audit, and is a way to true up the budget.

On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, Resolution 2026-01, Amending the Fiscal Year 2025 General Fund & Capital Reserve Fund Budget, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rigoni stated she had nothing to report but was happy to answer any questions.

B. District Manager – Review of Fiscal Year 2025 Goals & Objectives

Ms. Giles presented the Fiscal Year 2025 goals and objectives.

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, the Fiscal Year 2025 Goals & Objectives, was approved.

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Ms. Giles reminded the Board to complete their four hours of ethics training, which is due by December 31.

Ms. Giles also stated that after speaking with each of the Supervisors outside of the meeting, they have a conflict with the rest of the dates for the fiscal year. She asked for Board approval to change the current dates to Thursday nights. After discussion, the Board decided to change the dates to January 8, 2026 at 5:30 p.m., March 5, 2026 at 6:00 p.m., May 7, 2026 at 6:00 p.m., July 9, 2026 at 6:00 p.m., and September 3, 2026 at 6:00 p.m.

On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, Meeting Date Changes, were approved.

C. Engineer

There being nothing to report from the engineer, the next item followed.

D. Amenity & Operations Manager

1. Landscape Quality Inspection Report

Ms. Giles presented this item to the Board. Ms. Cranford stated she had nothing to report on this item.

2. Report

Ms. Cranford stated that Ms. Fisher and Royce are both aware of the fact that in the cold snap their annuals did not do well. She explained that they are working to get those replaced so they don't have dead flowers everywhere. She noted that Ms. Fisher is out on vacation, but she will be at the January meeting and will have the quote for those trees for the islands. Ms. Cranford also pointed out that she is going to work to get some of the sod areas addressed so they can have that discussion as well. She added that after talking with Mr. Soriano prior to the meeting, he may also get an additional quote for the trees so the Board will have comparable information. She stated that the new security cameras are up and functioning and they have already come in super handy. She also stated that they are working on the Christmas stuff right now.

Mr. Soriano updated the Board on the erosion work stating they are about halfway through that on the front pond. He explained that they put their base layer of the riprap and rock in there so far other than some small gravel bags that they added today. He noted they have been

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able to reuse a lot of materials from other projects they’ve had. He also stated he met with the tennis court people about a month ago and they are not seeing many issues right now, which leads him to believe any kind of water issue coming from under the asphalt is more related to a broken irrigation part. He explained that if he can, he would rather go the route to find the leak without excavating the actual courts. He explained that they are still working on that, and they want to try to find that before they get back to springtime, summertime and an increase in the irrigation, but they are not seeing any major issues right now. He concluded his update.

EIGHTH ORDER OF BUSINESS

Public Comments/Supervisor’s Requests

Ms. Giles opened for public comments and Supervisor’s requests. There were no public comments.

A Supervisor requested to check the serviceability of the walking path lights at locations two, four, and five. Mr. Soriano will check the serviceability for those specified lights as requested.

**Supervisor Montoya left the meeting at this time.*

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Approval of the Minutes of the September 16, 2025 Meeting

Ms. Giles presented the minutes from the September 16, 2025, meeting and asked for any comments, corrections, or changes. The Board had no revisions.

On MOTION by Mr. Lewis, seconded by Mr. Ritchie, with all in favor, the Minutes of the September 16, 2025, Meeting, were approved.

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

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

C. Assessment Receipts Schedule

Ms. Giles noted the assessment receipts schedule shows the District is 100% collected.

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D. Approval of Check Register

Ms. Giles presented the check registers for August and September in the amount of \$178,698.79. She noted this amount is a little higher than normal because it includes their insurance payment. She asked for comments or questions, Then asked for a motion to approve.

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

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – 01/08/2026 @ 5:30 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for January 8, 2026, at 5:30 p.m. at the same location.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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

Signed by:
Manlee Giles
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Secretary / Assistant Secretary

Signed by:
Matthew Bragetti
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Chairman / Vice Chairman