

PINE RIDGE PLANTATION
Community Development District

May 7, 2026

AGENDA

Pine Ridge Plantation Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.pineridgeplantationcdd.com

April 30, 2026

Board of Supervisors
Pine Ridge Plantation Community Development District

Dear Board Members:

The audit committee meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held **Thursday, May 7, 2026 at 6:00 p.m.** at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Immediately following will be the regular business meeting. Following are the advance agendas for these meeting:

Audit Committee Meeting

- I. Roll Call
- II. Review and Selection of Audit RFP Criteria
- III. Other Business
- IV. Adjournment

Regular Business Meeting

- I. Roll Call
- II. Public Comments
- III. Consideration of Acceptance of Audit Committee's Recommendation; Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services

- IV. Consideration of Proposals
 - A. DCCM for the Pond Bank Inspection
 - B. Riverside Management Services for Fiscal Year 2027
- V. Consideration of Resolution 2026-03, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date for Adoption
- VI. Consideration of Resolution 2026-04, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure
- VII. Staff Reports
 - A. Attorney
 - B. District Manager
 - 1. Report on the Number of Registered Voters (1,385)
 - 2. Annual Form 1 Filing & Annual Ethics Training
 - 3. 2026 General Elections
 - C. Engineer
 - D. Amenity and Operations Manager
 - 1. Report
- VIII. Public Comments / Supervisor's Requests
- IX. Approval of Consent Agenda
 - A. Approval of the Minutes of the March 5, 2026, Meeting
 - B. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending March 31, 2026
 - C. Assessment Receipts Schedule
 - D. Approval of Check Register
- X. Next Scheduled Meeting – July 9, 2026 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center
- XI. Adjournment

SECOND ORDER OF BUSINESS

FOURTH ORDER OF BUSINESS

A.



April 8, 2026

Marilee Giles, District Manager
GMS, LLC
C/O Pine Ridge Plantation CDD
475 West Town Place, Suite 114
St. Augustine, FL 32092
904-940-5850 x412
Mgiles@gmsnf.com

Re: Proposal for Professional Engineering Services
Project Name: Pine Ridge Plantation CDD – Pond Inspection
Project No.: 23277.01

Dear Marilee:

Founded in 2005, **DCCM** formerly known as **Matthews | DCCM** is a leading civil engineering firm offering full-service civil and land development engineering, roadway design, surveying, and landscape architecture. We proudly serve a wide range of public sector and private clients and have earned a solid reputation as a local leader for providing high-quality, innovative engineering solutions delivered timely and cost-effectively.

Staying true to our mission, Engineering Better Communities, our team takes an innovative approach to every project, creating thoughtful designs that balance functionality while preserving the often historic and eco-sensitive quality of the communities we serve. Our engineers go beyond the rudimentary requirements of a job and intentionally seek ways to optimize a project's usability, convenience, and aesthetics while reducing environmental impact. From conception to completion, we partner closely with and work alongside our clients through each step of the process to successfully bring their vision to reality. DCCM continues to receive national, state-wide, and local awards for being among "Best Places to Work" and a "Hot Firm" for growth.

We are pleased to offer you this proposal to provide Professional Engineering Services regarding Pond Inspection services for the Pine Ridge Plantation CDD ponds located in Middleburg, Florida.

DCCM proposes to furnish professional services as described in "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$6,000**, plus direct reimbursable expenses. If these terms are agreeable, please sign and return the attached "Exhibit C, Contract Agreement."

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 'Michael Silverstein', written over a light blue circular stamp or watermark.

Michael Silverstein
Director of Field Services



**EXHIBIT A
SCOPE OF WORK**

I – Pond Inspection

DCCM will inspect all stormwater management facilities (ponds) covered under the St. Johns River Water Management District (SJRWMD) Permit 104557-3. Services provided for completion of this task are listed below:

- Historical design plan documents will be reviewed to verify design compliance with current conditions of the system.
- A Qualified Inspector will conduct a site visit to inspect the pond perimeter and all directly connected storm structures. This will include the immediate structure upstream of those connected to the pond for condition and performance. All associated control structures for the system and all inlets due to the connection to the Exfiltration Trench system under the parking areas and green spaces.(per attachment)
- WMD Form 62-330.311(3) – Inspection Checklist, will be used to document required checks for the system and any deficiencies will be communicated back to the property owner for required repairs.
- WMD Form 62-330.311(1) – Operation and Maintenance Inspection Certification will be uploaded as proof of completion of inspection and signed off by a Qualified Inspector or Florida licensed Engineer.
- A summary report and all documents listed above will be provided to the property owner for their records.

Fees for pond Inspection services will be billed on a lump sum fee basis for a total of \$6,000, plus direct reimbursable expenses.

FEE SUMMARY

The following list summarizes costs associated with work items as described in Exhibit A, Scope of Work.

I – Pond Inspection	\$6,000 (Lump Sum)
Total Estimated Cost:	\$6,000, plus direct reimbursable expenses

DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C and your retainer.

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.



EXHIBIT B
GENERAL TERMS & CONDITIONS
Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice.
DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
 - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
 - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**



- **Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.**
 - **Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.**
 - **The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.**
 - **Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.**
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

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

h) **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
- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **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.
- k) **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.
- l) **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.
- m) **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.



- n) **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.



**EXHIBIT C
CONTRACT AGREEMENT**

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as outlined in Exhibit A, Scope of Work.

The undersigned have executed this Agreement on the day and year set forth below.

<i>Authorized Signature</i>	<i>Date</i>
On Behalf of DCCM	
Billy Almaguer, MSCE, PE, Chief Operating Officer	
7 Waldo Street	
St. Augustine, FL 32084	
904.593.8699	
balmaguer@dccm.com	

CLIENT ACCEPTANCE AND AUTHORIZATION

<i>Authorized Signature</i>	<i>Date</i>
Marilee Giles	
<i>Name, Title</i>	
On Behalf of	
<i>Company/Client Name</i>	
Billing Contact	
Billing Email Address	
Additional Billing Email Address (Copy to)	
Billing Address	
<i>Address</i>	
<i>City, State, Zip Code</i>	
Billing Phone No.	

MS/jq
23277.01p1



Certificate Of Completion

Envelope Id: 0858173B-A4A9-4B86-BA03-6A119425B2ED
 Subject: Proposal from DCCM: 23277.01 - Pine Ridge Plantation CDD - Pond Inspection
 Source Envelope:
 Document Pages: 9
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

Envelope Originator:
 DCCM Infrastructure Inc.
 7 Waldo Street
 St. Augustine, FL 32084
 MDG.accounting@dccm.com
 IP Address: 50.204.239.74

Record Tracking

Status: Original
 4/8/2026 11:00:10 AM
 Holder: DCCM Infrastructure Inc.
 MDG.accounting@dccm.com
 Location: DocuSign

Signer Events

Marilee Giles
 Mgiles@gmsnf.com
 475 West Town Place Suite 114, St Augustine, FL
 32092
 Security Level: Email, Account Authentication
 (None)

Signature

Timestamp

Sent: 4/8/2026 11:05:38 AM
 Viewed: 4/8/2026 12:30:16 PM

Electronic Record and Signature Disclosure:
 Accepted: 4/8/2026 12:30:16 PM
 ID: 8028de3a-88b0-4be1-9b0a-31d784bc61f7

Billy Almaguer
 mdg.accounting@dccm.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

MDG project file
 saprojectfile@mdginc.com
 Security Level: Email, Account Authentication
 (None)
Electronic Record and Signature Disclosure:
 Not Offered via Docusign

COPIED

Sent: 4/8/2026 11:05:38 AM

Billy Almaguer
 balmaguer@dccm.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/8/2026 11:05:38 AM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure		
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Matthews Design Group (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Matthews Design Group:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: danielle@mdginc.com

To advise Matthews Design Group of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at danielle@mdginc.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Matthews Design Group

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to danielle@mdginc.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Matthews Design Group

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to danielle@mdginc.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Matthews Design Group as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Matthews Design Group during the course of your relationship with Matthews Design Group.

B.

RIVERSIDE MANAGEMENT SERVICES, INC.

50 Ellis Street, Suite 208, St. Augustine, FL 32095

April 27, 2026

Marilee Giles
Pine Ridge Plantation Community Development District
475 West Town Place, Suite 114
World Golf Village
St. Augustine, Florida 32092

Re: Amenity Management, Facility Assistant, Field Management, Lifeguards, Pool Maintenance, Janitorial Services and Lifeguards

Dear Marilee:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Pine Ridge Plantation Community Development District:

<u>Services</u>	<u>FY 2026 Budget</u>	<u>FY 2026 Actual Fee</u>	<u>FY 2027 Proposed Fee</u>
Amenity Manager	\$75,760	\$75,760	\$80,306
Facility Assistant (467 hrs)	\$14,000	\$14,000	\$14,000
Field Management	\$28,798	\$28,798	\$30,526
Pool Maintenance	\$18,150	\$18,150	\$19,693
Janitorial Service	\$10,685	\$10,685	\$11,326
Lifeguard Service (983 hrs)	\$21,947	\$21,947	\$22,605
Maintenance		\$45/hour	\$50/hour

We are asking for a cost-of-living increase for the Amenity Manager, Field Operations Manager, Pool Maintenance and Janitorial Services. The amounts for Lifeguards reflects a \$1.50 per hour rate increase to offset the impact of the mandated minimum wage increase of \$1.00 plus taxes, insurance and cost of living increase. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of our request to help offset the continued rise in cost to operate. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

Alison Mossing

Alison Mossing
Vice President

FIFTH ORDER OF BUSINESS

RESOLUTION 2026-03

[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2026; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2025**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Pine Ridge Plantation Community Development District (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.
2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE & TIME: _____ at 6:00 pm
LOCATION: Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, FL 32068

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*.
4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 7th DAY OF MAY, 2026.

ATTEST:

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

***Pine Ridge Plantation
Community Development District***

Proposed Budget

FY 2027

May 7, 2026



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Pine Ridge Plantation
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
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REVENUES:

Special Assessments - On Roll	\$808,015	\$800,313	\$7,702	\$808,015	\$808,015
Misc. Income/Facility Rental	5,000	3,075	7,625	10,700	5,000
Interest Earned	15,000	12,557	11,443	24,000	20,000
Carry Forward Surplus	-	-	233,798	233,798	53,723
TOTAL REVENUES	\$828,015	\$815,945	\$260,568	\$1,076,513	\$886,738

EXPENDITURES:

Administrative:

Supervisor Fees	\$8,000	\$2,600	\$3,000	\$5,600	\$8,000
FICA Taxes	612	199	230	428	612
Engineer	8,000	1,465	6,535	8,000	8,000
Attorney	15,000	2,339	12,661	15,000	15,000
Annual Audit	3,175	-	3,175	3,175	3,600
Assessment Administration	6,207	6,207	-	6,207	6,579
Arbitrage Rebate	600	-	600	600	600
Dissemination Agent	5,843	2,922	2,783	5,704	6,194
Trustee Fees	4,434	4,445	-	4,445	4,500
District Management Fees	57,609	28,805	28,805	57,609	61,066
Information Technology	1,781	891	890	1,781	1,888
Website Maintenance	1,336	668	668	1,336	1,416
Telephone	500	49	201	250	250
Postage & Delivery	1,000	248	752	1,000	1,000
General Liability and Public Officials Insurance	11,102	10,460	-	10,460	11,506
Printing & Binding	1,500	207	1,293	1,500	1,500
Legal Advertising	1,500	183	817	1,000	1,500
Other Current Charges	900	478	426	903	1,000
Office Supplies	300	97	50	147	300
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$129,574	\$62,435	\$62,885	\$125,320	\$134,685

Operations & Maintenance

Grounds Maintenance

Landscape Maintenance	\$171,665	\$80,974	\$80,974	\$161,948	\$ 171,665
Lake Maintenance	14,830	5,400	5,400	10,800	14,830
Electric	3,000	1,182	1,224	2,406	3,000
Water	26,000	25,812	26,000	51,812	53,500
Repairs and Maintenance	24,000	18,622	12,000	30,622	32,000
Irrigation Repairs	3,500	2,817	2,984	5,800	5,000
Contingencies	1,500	-	1,500	1,500	1,500
Total Grounds Maintenance	\$244,495	\$134,807	\$130,082	\$264,888	\$281,495

Pine Ridge Plantation
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
Amenity Center					
Property Insurance	\$29,155	\$24,563	\$-	\$24,563	\$23,335
General Facility Maintenance	24,000	20,487	9,000	29,487	30,000
Repairs & Replacements	24,000	13,637	11,190	24,826	26,000
Recreational Passes	500	-	850	850	850
Office Supplies	500	332	168	500	500
Permit Fees	780	-	476	476	476
Contingency	1,000	-	500	500	1,000
Special Events	15,000	11,594	3,406	15,000	15,000
Security	20,000	3,338	16,662	20,000	14,049
Utilities					
Water & Sewer	5,400	1,649	2,515	4,164	5,400
Electric	25,000	13,497	13,995	27,492	29,000
Cable/Phone/Internet	7,250	3,881	4,672	8,553	9,360
Refuse Service	17,760	8,972	9,254	18,226	18,516
Management Contracts					
Amenity Management	75,760	37,880	37,880	75,760	80,306
Facility Assistant	14,000	895	13,105	14,000	14,000
Field Management Services	28,798	14,399	14,399	28,798	30,526
Lifeguards	21,947	1,084	20,863	21,947	22,605
Pool Maintenance	18,150	9,075	9,075	18,150	19,693
Pool Chemicals	23,226	11,588	12,605	24,193	25,000
Janitorial Service	10,685	5,343	5,343	10,685	11,326
Janitorial Supplies	5,000	1,340	3,660	5,000	5,000
Total Amenity Center	\$367,911	\$183,553	\$189,616	\$373,169	\$381,942
TOTAL EXPENDITURES	\$741,980	\$380,795	\$382,582	\$763,377	\$798,122
Other Sources/(Uses)					
Capital Reserve Transfer Out	(86,035)	(86,035)	-	(259,412.53)	(88,616)
TOTAL OTHER SOURCES/(USES)	\$(86,035)	\$(86,035)	\$-	\$(259,413)	\$(88,616)
EXCESS REVENUES (EXPENDITURES)	\$-	\$349,114	\$(122,014)	\$53,723	\$-

Pine Ridge Plantation
Community Development District
Budget Narrative

REVENUES

Special Assessments-Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Misc Income/Facility Rental Fees

Includes replacement key deposits and income from residents for rental of facilities for personal use.

Interest

Maintenance Assessment income of the District will be invested in accordance with Florida Statutes and the investment guidelines approved by the Board of Supervisors.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings and extra meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Attorney

The District's Attorney, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement.

Assessment Roll Administration

GMS LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Arbitrage

The District is required to have an Arbitrage Rebate Calculation on the District's Series 2020A1 and A2 Capital Improvement Revenue Bonds. Grau and Associates is contracted to provide annual report.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Trustee Fees

The District bonds will be held and administered by a Trustee. This represents the trustee annual fee.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services, LLC.

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

Telephone

Internet, Phone and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Pine Ridge Plantation
Community Development District
Budget Narrative

Expenditures - Administrative (continued)

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based on estimated premium.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges, amortization schedules and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Expenditures - Grounds Maintenance

Landscape Maintenance

The District has contracted with Brightview Landscape Services Inc to provide landscaping services to all the common areas within the District.

Vendor	Monthly	Annual
Brightview Landscape	\$13,901	\$166,806
Contingency	<u>\$405</u>	<u>\$4,859</u>
	\$14,305	\$171,665

Lake Maintenance

The District has contracted with The Lake Doctors to perform monthly service to include inspections and treats as necessary for the control and prevention of aquatic weeds and algae and RMS for trash pickup.

Vendor	Monthly	Annual
The Lake Doctor	\$900	\$10,800
Fish Stocking		\$1,900
Contingency	<u>\$178</u>	<u>\$2,130</u>
Total	\$1,078	\$14,830

Electric

The District currently has the following accounts with Clay Electric.

Account #	Vendor	Monthly	Annual
8824799	4201-1 Pine Ridge Pkwy 1 Irrig Clock	\$40	\$480
8824808	1217-1 Camp Ridge Land	\$40	\$480
7371685	4392-1 Pine Ridge Park Irrigation	\$40	\$480
8824805	1452-2 Tynes Blvd Entrance	\$46	\$552
8837872	1484 Tynes Blvd 2 Irrig Clock/Sign	\$45	\$540
	Contingency	<u>\$39</u>	<u>\$468</u>
	Total	\$250	\$3,000

Water

The District currently has the following accounts with CUA. Budget includes growth for additional use and new accounts.

Account #	Vendor	Monthly	Annual
246892	1376- Tynes Blvd Reclaimed	\$170	\$2,040
246893	1475-1 Tyne Blvd Reclaimed	\$170	\$2,040
248250	4228-1 Pine Ridge Pkwy Reclaimed	\$2,500	\$30,000
248496	4354-1 Foggy Day Dr Recl Irrigation	\$240	\$2,880
248497	4421-1 Pine Ridge Pkwy Reclaimed	\$160	\$1,920
248498	4688-1 Pine Lake Dr Reclaimed	\$35	\$420
248499	4201-2 Pine Ridge Pkwy Irrigation	\$25	\$300
257236	4200-1 Pine Ridge Pkwy Irrigation	\$500	\$6,000
260144	4200 Pine Ridge Pkwy Reclaimed	\$500	\$6,000
	Contingency	<u>\$158</u>	<u>\$1,900</u>
	Total	\$4,458	\$53,500

Repair & Maintenance

Regular repair and maintenance of common area which includes pine straw/mulching, tree cutting, pressure washing of common area and backflow testing.

Irrigation Repairs

Miscellaneous irrigation repairs and maintenance cost for the District.

Contingencies

This item includes a contingency for any unanticipated and unscheduled cost to the District.

Pine Ridge Plantation
Community Development District
Budget Narrative

Expenditures – Amenity Center

Property Insurance

The District's Property Insurance policy will be with Preferred Governmental Insurance Trust. PGIT specializes in providing insurance coverage to governmental agencies. This is an estimated premium.

General Facility Maintenance

Cost of routine repairs and maintenance of the District's Amenity Center.

Repairs and Replacements

Represents any funds that will be used to make repairs and replacements to facility or equipment in the District Amenity Center

Recreation Passes

Represents the estimated cost for access cards to the District's Amenity Center.

Office Supplies

This item includes the cost of office supplies needed for the operation of the amenity center.

Permit Fees

Represents Permit Fees paid to the Department of Health for the swimming pool.

Contingency

This item includes a contingency for any unanticipated and unscheduled cost to the District, postage for mailing of newsletter to residents, and costs of publishing newsletter and other mailings/emails associated with the amenity center.

Special Events

This item represents the estimated cost for the District to host any special events for the community throughout the Fiscal Year.

Security/Monitoring

The District employs off-duty officers through the Clay County Sheriff's Office to provide security services for the District. Also contracted with SafeTouch for security monitoring alarm, and Pye-Barker Fire and Safety for annual fire monitoring.

Vendor	Monthly	Annual
Clay County Sheriffs Officers	\$1,000	\$12,000
Safetouch	\$90	\$1,077
Pye-Barker Annual Monitoring		<u>\$972</u>
Total	\$1,090	\$14,049

Expenditures – Utility

Water

District currently has one account with CCUA for water at the Amenity Center. Budget includes growth for additional use and new accounts.

Account #	Vendor	Monthly	Annual
257235	4200 Pine Ridge Pkwy Amenity	\$390	\$4,680
	Contingency	<u>\$60</u>	<u>\$720</u>
	Total	\$450	\$5,400

Electric

District currently has one account with Clay Electric for electric at the Amenity Center. Budget includes growth for additional use and new accounts.

Account #	Vendor	Monthly	Annual
7808611	4200 Pine Ridge Pkwy Amenity	\$2,300	\$27,600
	Contingency	<u>\$117</u>	<u>\$1,400</u>
	Total	\$2,417	\$29,000

Cable/Phone/Internet

Cost of cable, telephone and internet service provided by Comcast and AT&T for the Amenity Center.

Refuse Service

This item includes the cost of garbage disposal for the District contracted with Waste Management.

Pine Ridge Plantation
Community Development District
Budget Narrative

Expenditures – Management Contracts
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Amenity Management

Services provided by Riverside Management Services, Inc. to provide management services of amenity center.

Vendor	Monthly	Annual
RMS	\$6,692	\$80,306

Facility Assistant

Services provided by Riverside Management Services, Inc. to provide part time staffing of amenity center.

Vendor	Monthly	Annual
RMS	\$1,167	\$14,000

Field Management Services

The District has contracted with Riverside Management Services, Inc. for the supervision and on-site management of Pine Ridge Plantation.

Vendor	Monthly	Annual
RMS	\$2,544	\$30,526

Lifeguards

The District has contracted with Riverside Management Services, Inc. to provide lifeguard services during pool operation season.

Pool Maintenance

The District has contracted with Riverside Management Services, Inc. to provide pool cleaning and maintenance services. Monthly service is for two cleanings, plus the cost of chemicals. During summer months, cleanings may be increased to three times a week.

Vendor	Monthly	Annual
RMS	\$1,641	\$19,693

Pool Chemicals

PoolSure will provide the necessary chemicals for the Amenity Center pool.

Vendor	Monthly	Annual
PoolSure	\$1,734	\$20,803
Contingency	\$350	\$4,197
Total	\$2,083	\$25,000

Janitorial Service

The District has contracted with Riverside Management Services to provide janitorial services for the Amenity Center.

Vendor	Monthly	Annual
RMS	\$944	\$11,326

Janitorial Supplies

All supplies needed for janitorial services.

Expenditures – Reserves

Capital Reserve

The District has established a Capital Reserve to fund renewal and replacement of the District's capital related facilities and equipment. This amount will be transferred to Capital Reserve Fund.

Pine Ridge Plantation

Community Development District

Proposed Budget Debt Service Series 2020A1 & A2 Special Assessment Bonds

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Special Assessments-On Roll	\$926,572	\$917,769	\$8,803	\$926,572	\$926,572
Interest Earnings	25,000	14,323	13,500	27,823	25,000
Carry Forward Surplus ⁽¹⁾	248,701	251,040	-	251,040	278,349
TOTAL REVENUES	\$1,200,273	\$1,183,132	\$22,303	\$1,205,435	\$1,229,920
EXPENDITURES:					
Series 2020A1					
Interest 11/1	\$86,874	\$86,874	\$-	\$86,874	\$81,724
Interest 5/1	86,874	-	86,874	86,874	81,724
Principal 5/1	520,000	-	520,000	520,000	530,000
Prepayment 5/1	-	-	-	-	-
Series 2020A2					
Interest 11/1	39,169	39,169	-	39,169	36,600
Interest 5/1	39,169	-	39,169	39,169	36,600
Principal 5/1	150,000	-	150,000	150,000	155,000
Prepayment 5/1	-	-	5,000	5,000	-
TOTAL EXPENDITURES	\$922,086	\$126,043	\$801,043	\$927,086	\$921,649
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
TOTAL EXPENDITURES	\$922,086	\$126,043	\$801,043	\$927,086	\$921,649
EXCESS REVENUES (EXPENDITURES)	\$278,187	\$1,057,089	\$(778,740)	\$278,349	\$308,271
⁽¹⁾ Carry Forward is Net of Reserve Requirement			A-1 Interest Due 11/1/27 A-2 Interest Due 11/1/27	\$76,424.38 \$34,042.50 <u>\$110,466.88</u>	

Pine Ridge Plantation Community Development District

Series 2020 A-1 Capital Improvement Revenue Refunding Bond Combined

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	6,590,000			81,724	81,724
05/01/27	6,590,000		530,000	81,724	
11/01/27	6,060,000			76,424	688,149
05/01/28	6,060,000		540,000	76,424	
11/01/28	5,520,000			71,024	687,449
05/01/29	5,520,000		555,000	71,024	
11/01/29	4,960,000			65,424	691,449
05/01/30	4,960,000		565,000	65,424	
11/01/30	4,395,000			59,421	689,846
05/01/31	4,395,000		580,000	59,421	
11/01/31	3,815,000			51,809	691,230
05/01/32	3,815,000		595,000	51,809	
11/01/32	3,220,000			43,999	690,808
05/01/33	3,220,000		610,000	43,999	
11/01/33	2,610,000			35,993	689,993
05/01/34	2,610,000		625,000	35,993	
11/01/34	1,985,000			27,790	688,783
05/01/35	1,985,000		645,000	27,790	
11/01/35	1,340,000			18,760	691,550
05/01/36	1,340,000		660,000	18,760	
11/01/36	680,000			9,520	688,280
05/01/37	680,000		680,000	9,520	689,520
Total			\$6,585,000	\$1,083,780	\$7,668,780

Pine Ridge Plantation
Community Development District

Series 2020 A-2 Capital Improvement Revenue Refunding Bond Combined

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/26	2,030,000.00			36,600.00	36,600.00
05/01/27	2,030,000.00		155,000.00	36,600.00	
11/01/27	1,875,000.00			34,042.50	225,642.50
05/01/28	1,875,000.00		160,000.00	34,042.50	
11/01/28	1,715,000.00			31,402.50	225,445.00
05/01/29	1,715,000.00		165,000.00	31,402.50	
11/01/29	1,550,000.00			28,680.00	225,082.50
05/01/30	1,550,000.00		170,000.00	28,680.00	
11/01/30	1,380,000.00			25,875.00	224,555.00
05/01/31	1,380,000.00		175,000.00	25,875.00	
11/01/31	1,205,000.00			22,593.75	223,468.75
05/01/32	1,205,000.00		185,000.00	22,593.75	
11/01/32	1,020,000.00			19,125.00	226,718.75
05/01/33	1,020,000.00		190,000.00	19,125.00	
11/01/33	830,000.00			15,562.50	224,687.50
05/01/34	830,000.00		195,000.00	15,562.50	
11/01/34	635,000.00			11,906.25	222,468.75
05/01/35	635,000.00		205,000.00	11,906.25	
11/01/35	430,000.00			8,062.50	224,968.75
05/01/36	430,000.00		210,000.00	8,062.50	
11/01/36	220,000.00			4,125.00	222,187.50
05/01/37	220,000.00		220,000.00	4,125.00	224,125.00
Total			\$2,030,000	\$475,950	\$2,505,950

Pine Ridge Plantation
Community Development District
Proposed Budget
Capital Reserve Fund

Description	Adopted Budget FY2026	Actuals Thru 3/31/26	Projected Next 6 Months	Projected Thru 9/30/26	Proposed Budget FY 2027
REVENUES:					
Interest Income	\$3,353	\$14,768	\$14,000	\$28,768	\$25,000
Carry Forward Balance	782,435	765,509	-	765,509	1,105,716
TOTAL REVENUES	\$785,788	\$780,277	\$14,000	\$794,277	\$1,130,716
EXPENDITURES:					
Capital Outlay					
Capital Outlay*	\$25,000	\$-	\$-	\$-	\$126,019
Repair and Maintenance**	15,525	33,516	-	33,516	9,641
Other Current	600	247	246	493	600
TOTAL EXPENDITURES	\$41,125	\$33,763	\$246	\$34,009	\$136,260
Other Sources/(Uses)					
Transfer in/(Out)	\$86,035	\$86,035	259,413	\$345,448	\$88,616
TOTAL OTHER SOURCES/(USES)	\$86,035	\$86,035	\$259,413	\$345,448	\$88,616
EXCESS REVENUES (EXPENDITURES)	\$830,698	\$832,549	\$273,167	\$1,105,716	\$1,083,072

*Pool Resurfacing/Tile

**Filtration Equipment/Fitness Equipment Replacement, Pool and Patio Furniture Allowance

Pine Ridge Plantation
Community Development District
Non-Ad Valorem Assessments Comparison
2026-2027

Neighborhood	O&M Units	Bonds 2020 Units	Annual Maintenance Assessments			Annual Debt Assessments			Total Assessed Per Unit		
			FY 2027	FY2026	Increase/ (decrease)	FY 2027	FY2026	Increase/ (decrease)	FY 2027	FY2026	Increase/ (decrease)
55'	390	390	\$1,166	\$1,166	\$0	\$1,242	\$1,242	\$0	\$2,408	\$2,408	\$0.00
65'	40	40	\$1,166	\$1,166	\$0	\$1,366	\$1,366	\$0	\$2,533	\$2,533	\$0.00
70'	194	194	\$1,166	\$1,166	\$0	\$1,491	\$1,491	\$0	\$2,657	\$2,657	\$0.00
75'+	113	113	\$1,166	\$1,166	\$0	\$1,512	\$1,512	\$0	\$2,678	\$2,678	\$0.00
Total	737	737			0.00%						

SIXTH ORDER OF BUSINESS

RESOLUTION 2026-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Pine Ridge Plantation Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

SECTION 1. A Public Hearing will be held to adopt Rules of Procedure on July 9, 2026, at 6:00 p.m., at Pine Ridge Amenity Center , 4200 Pine Ridge Parkway, Middleburg, Florida 32068.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 7th day of May, 2026.

ATTEST:

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**RULES OF PROCEDURE
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
RULE NO. _____**

EFFECTIVE AS OF _____, 2026

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Rule 1.0 General.

- (1) The Pine Ridge Plantation Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules, in accordance with the requirements of Section 190.011(5) of the Florida Statutes, and Chapter 120 of the Florida Statutes, including but not limited to Section 120.81(2)(b) of the Florida Statutes. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.

- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.

- (4) Notice of Rule Development.

- (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:
 - (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) A short, plain explanation of the purpose and effect of the proposed rule;
 - (ii) The proposed rule number;
 - (iii) A summary of the proposed rule or amendment;
 - (v) The grant of rulemaking authority for the proposed rule;
 - (vi) The law being implemented or interpreted;
 - (vii) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;

- (viii) A concise summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;
 - (ix) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (x) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice;
 - (xi) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-

mail address, and may be required to pay the cost of copying and mailing as applicable.

- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.

(6) Modification of Rules.

(a) Technical Changes.

- (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
- (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.

(b) Substantive Changes.

- (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:

1. Supported by the record of the public hearing held on the proposed rule;

2. In response to written materials submitted to the District; or
3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

- (a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.
- (b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.
- (d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

- (a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
 - (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.
- (9) Petitions to Initiate Rulemaking.
- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
 - (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
 - (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.
 - (ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District

shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.
2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.
 - (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the

District is located and shall include the specific facts and reasons for such renewal.

- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.
- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
 - (a) A copy of the rule;

- (b) Any material incorporated by reference in the rule;
- (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
- (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District’s rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner’s written request to finish processing the petition. The District’s statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District’s action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District’s existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the “**Existing Rule Review Report**”). The Existing Rule Review Report shall be presented to the District’s Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
 - (i) Is a valid exercise of delegated legislative authority;
 - (ii) Has current statutory authority;
 - (iii) Reiterates or paraphrases statutory material;
 - (iv) Is in proper form;
 - (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
 - (vi) Requires a technical or substantive update to reflect current use; and

- (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “**Rule Review Resolution**”):
 - (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule;
 - 2. A written statement of its intended action; and
 - 3. Its assessment of factors specified in Section 16(c) of this Rule.
 - (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
 - 2. A written statement of its intended action;
 - 3. Its assessment of the factors specified in Section 16(c) of this Rule; and
 - 4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
 - (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule;
 - 2. The recommended change or changes coded by underlining new text and striking through deleted text;
 - 3. A written statement of its intended action; and

4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
 1. A written statement of its intended action; and
 2. Its assessment of factors specified in subsection 16(c) of this Rule.
 - (e) The rule review is completed upon the District’s adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review (“**Notice of Completed Rule Review**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
- (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “**goods, supplies, and materials**” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsive and Responsible Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of

the Florida Statutes, if the vendor is a corporation; and

- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.
Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective _____, 2026, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

SEVENTH ORDER OF BUSINESS

B.

1.



Chris H. Chambliss

Supervisor of Elections
Clay County, Florida

April 15, 2026

Pine Ridge Plantation Community Development District
Attn.: Wesley Haber
107 West College Avenue
Tallahassee, Florida 32301

Dear Mr. Haber:

I have queried the number of eligible voters residing within the Pine Ridge Plantation Community Development District as of April 15, 2026. At this time, there are 1,385 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Kayla.ONeal@ClayElections.gov.

In an effort to keep our records updated please notify us of any changes to the Board due to resignations or appointments.

Thank you,

Kayla O'Neal

Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

3.

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES
FOR THE BOARD OF SUPERVISORS OF THE
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Pine Ridge Plantation Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the Clay County Supervisor of Elections located at 500 N. Orange Ave, Green Cove Springs, Florida 32043, Phone (904) 269-6350. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Clay County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Pine Ridge Plantation Community Development District has three (2) seats up for election, specifically seats 1 and 3. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections.

For additional information, please contact the Clay County Supervisor of Elections.

D.

1.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-291-8878

Date: April 28, 2026
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager & Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- Staff is conducting weekly checks of the windscreens at the courts to make sure all are properly secured. Several Screens did come down during one of the wind storms and staff got them put back up once it was safe for doing so
- Staff is doing weekly cobweb sweeps of the amenity building and removing wasp nests as they start
- Turner Pest Control completed our quarterly treatment of the amenity building
- Fitness Pro completed quarterly preventative maintenance inspection earlier in April
- RMS staff made repairs to the shower inside the splash pad area. The handle to turn it on had split was leaking water.
- RMS staff completed pressure washing of the sidewalks around the amenity center parking lot, courts and playground
- Broken umbrella bases were replaced in preparation for the summer season
- Staff put up the new rule signage for the sports courts and splash pad
- Staff completed the painting of the dump bucket feature and wooden bollards
- A no entry tile had come lose, staff secured it back down

- Heavy duty magnetic hooks were put in the fitness center to help keep the attachments for the latt pulldown machine organized
- Staff moved a downed tree on Camp Ridge Ln that was blocking the sidewalk and roadway. Staff also cut up and removed a downed tree in the common area located on Ember Glow Lane and along Pine Ridge Parkway between the Foggy Day Drives
- The lights for the monument sign along Tynes Blvd were not coming on. Upon inspection, staff determined a bad GFCI outlet was the cause. Staff replaced it and the lights are now working properly.
- The pine tree emblem had come off of the stone pillar near the elementary school. Staff resecured it and is keeping an eye on it to make sure it does not come loose again

In Progress Items:

- The first batch of chairs were taken to the upholstery shop on April 22nd
- Staff continues to work on painting in the clubhouse
- Replacement UV bulbs and sleeves have been ordered for the splash pad UV system and staff will install them once they arrive
- A new date will be picked for the summer community yard sale. Original date was going to be May 2nd and 3rd but the weather forecast does not look favorable for the weekend
- Have continued to submit additional requests to public works department to address the buildup of dirt in the curb along Pine Ridge Parkway at the Buggy Whip intersection
- Planning to have maintenance staff paint the stucco entry walls to match the exterior color of the amenity building for a more cohesive look

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 roadway multiple days throughout the week and emptying all dog waste receptacles

Amenity Manager:

- Number of rentals booked for March and April = 10
- Number of rentals tentatively scheduled for May and June = 33
- New flag was put up and I gave the old flag to the VFW to properly dispose of
- Water slide will start running on Saturday, May 2nd and will run each weekend of May on Saturday and Sundays from 11 to 5 and also on Memorial Day
- Ruley's Twisted, Toasted and Smoked was at the amenity center on Saturday, April 25th from 4 to 8 p.m.
- San Marco Chz Fry Co is scheduled to be at the
- Filipin Go is scheduled to be at the amenity center on June 4th from 5 to 8 p.m.
- Pine Ridge HOA continues to hold their monthly HOA meetings in the clubhouse the second Thursday of each month. A meeting will be held on May 14th at 7 p.m.
- Pine Ridge West HOA holds their HOA meetings in the clubhouse the second Wednesday of every other month at 7 p.m. There is a meeting scheduled for May 13th

NINTH 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 Thursday, **March 5, 2026**, 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
Jerry Ritchie	Assistant Secretary
Jack Montoya	Assistant Secretary
Nelson Nazario	Assistant Secretary

Also, present were:

Marilee Giles	District Manager
Wes Haber <i>by phone</i>	District Counsel
Jay Soriano	GMS Operations
Maria Cranford	GMS Amenity Management
Mike Silverstein <i>by phone</i>	District Engineer
Karen Fisher <i>by phone</i>	Brightview

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 6:00 p.m. Five Board members were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments (*Regarding Agenda Items Listed Below*)

Ms. Giles opened the public comment period and invited members of the public to speak on any agenda items. It was noted that an additional opportunity for public comments would be provided at the end of the meeting. No public comments were received at this time.

THIRD ORDER OF BUSINESS

Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget

Ms. Giles entered discussion regarding preparation of the Fiscal Year 2027 budget. She noted that no action was required this time and that the item was presented to allow for any Board guidance or input. Ms. Giles noted that the proposed budget will be presented for approval at the May 7, 2026 meeting, with final adoption scheduled for the July 9, 2026 meeting. Staff will work with the District’s accountant to prepare the budget for Board review. The Board did not provide additional comments or direction at this time.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-02, Confirming Use of the Clay County Supervisor of Elections for the 2026 General Election

Ms. Giles reviewed Resolution 2026-02, which provides for the District’s General Election to be conducted by the Clay County Supervisor of Elections in accordance with Chapter 190, Florida Statutes. The election will be held in November, with two seats (Seat 1 and Seat 3) scheduled to expire. The terms for the elected Supervisors will be four years, with newly elected members assuming office on the second Tuesday following the election.

Ms. Giles provided an overview of the qualification process and noted that the official qualifying period will occur from noon on June 8, 2026 through noon on June 12, 2026. Additional guidance will be provided to interested candidates as the qualifying period approaches.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2026-02 Confirming Use of the Clay County Supervisor of Elections for the 2026 General Election, was approved.

FIFTH ORDER OF BUSINESS

Appointment of Audit Committee

Ms. Giles discussed the requirement for the District to conduct an annual independent audit and the need to initiate the audit Request for Proposals (RFP) process. Ms. Giles noted that the District is currently on a five-year audit cycle and has historically utilized the same audit

firm. Ms. Giles recommended that the Board designate itself as the Audit Committee to oversee the audit selection process.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated he had no updates and offered to answer any questions from the Board.

B. District Manager

Ms. Giles reported no updates for the Board.

C. Engineer

Mr. Silverstein reported no updates and offered to address any engineering-related questions.

D. Amenity & Operations Manager

1. Report

The Board received the Amenity and Operations Report and Landscape Quality Inspection Report. Ms. Fisher provided an update on recent irrigation issues, including a valve repair near the boundary of the District, which has been completed. An additional irrigation issue was identified near the front of the community, and a proposal is being prepared for review. It was also noted that a more comprehensive report will be provided in the coming weeks, including observations related to freeze damage and seasonal maintenance needs.

Staff confirmed that upcoming landscape enhancement areas have been reviewed, and plant counts remain accurate with no additional freeze damage identified. Enhancements are expected to be scheduled soon.

The Board discussed communication and reporting procedures for maintenance issues. Staff advised that residents may report concerns through the District’s website or by contacting District staff directly, and that photos and location details are helpful for timely response and coordination.

Ms. Cranford provided an update on recent amenity maintenance and operations. Work was completed on the water slide and dump bucket features, including draining the pool, pressure cleaning, repainting, and coordinating repairs. Final maintenance items are expected to be completed shortly, with the amenity anticipated to be fully operational in time for spring break.

Additional maintenance efforts include repainting wooden bollards and ongoing coordination with vendors to ensure all features are functioning properly.

The Board discussed reupholstery of amenity furniture. Ms. Cranford presented options for refurbishing existing chairs, noting that replacement would be significantly more expensive. The Board reviewed material and color options and reached consensus on a combination of darker and lighter finishes to maintain the existing aesthetic. Ms. Cranford noted that work will be completed in phases to ensure continued availability of seating.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, Proposal to Reupholster 16 Chairs in the Amount of \$450 a Chair, was approved.
--

Mr. Soriano provided an update on ongoing pressure washing efforts throughout the amenity area, including sidewalks around the facility, tennis courts, and surrounding pathways. Pricing was discussed at approximately \$.70 per linear foot for large-scale sidewalk cleaning, which may be used as a benchmark for future projects.

Mr. Soriano also noted coordination with the County regarding uneven sidewalks, with work orders submitted for review and potential repairs. Residents were encouraged to report additional areas of concern to assist with prioritization.

An update was provided regarding a recent insurance inspection of District facilities. The inspection results in general recommendations focused on risk mitigation, including additional signage and minor repairs. Most items were non-urgent and are either already completed or in progress, including playground maintenance and addressing minor trip hazards.

Mr. Soriano also discussed ongoing efforts to improve compliance with accessibility standards, noting that future maintenance will target even minor elevation differences in sidewalks and paved areas to reduce liability exposure.

Additional updates included pending installation of updated signage for amenity areas, including the splash pad and courts, as well as continued monitoring of maintenance needs as the District transitions into the busier season.

SEVENTH ORDER OF BUSINESS Public Comments/Supervisor’s Requests

Ms. Giles opened up the meeting for public comments and Supervisor’s requests. A resident raised concerns regarding vehicles driving over a center median curb at the community entrance due to limited visibility. Staff noted that the area is within County right-of-way but indicated that low-cost improvements such as reflective paint or markers could be considered. The resident also commented on ongoing dirt accumulation along roadways from nearby construction, expressing concern that sediment may enter storm drains and lead to future maintenance issues. Staff acknowledged the concern and advised that continued reporting to the County Public Works, particularly emphasizing drainage impacts, may improve response. Residents were encouraged to submit service requests directly to the County.

Resident (Ms. Price) inquired about the condition of the amenity center roof, noting visible staining and wear. Staff clarified that the roof is structurally sound and that the issue is primarily cosmetic, related to staining. It was noted that specialized cleaning (soft washing) is required due to the roof material and height, and cleaning of lower areas may be considered and that the item could be evaluated during future budget discussions.

Supervisor Nazario raised concerns regarding a large truck parked on District property for an extended period without authorization. Staff noted that the vehicle may be associated with adjacent property access but confirmed that no permission had been granted. Staff will investigate and coordinate removal if necessary.

EIGHTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the January 8, 2026 Meeting

Ms. Giles presented the minutes from the January 8, 2026 meeting and asked for any comments, corrections, or changes. The Board had no revisions.

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the Minutes of the January 8, 2026, Meeting, were approved.
--

B. Balance Sheet and Income Statement of Revenues & Expenditures for the Period Ending January 31, 2026

Ms. Giles presented the balance sheet and income statements.

C. Assessment Receipts Schedule

Ms. Giles noted the assessment receipts schedule shows the District is 98% collected.

D. Approval of Check Register

Ms. Giles presented the check registers for December 2025 and January 2026 in the amount of \$130,067.02.

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

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – 05/07/26 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Ms. Giles stated the next meeting is scheduled for May 7, 2026 at 6:00 p.m. at the same location.

TENTH ORDER OF BUSINESS

Adjournment

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

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

Secretary / Assistant Secretary

Chairman / Vice Chairman

B.

Pine Ridge Plantation
Community Development District

Unaudited Financial Reporting
March 31, 2026



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Pine Ridge Plantation
Community Development District
Combined Balance Sheet
March 31, 2026

	<i>General Fund</i>	<i>Capital Reserve Fund</i>	<i>Debt Service Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account - Truist	\$ 103,358	\$ 17,063	\$ -	\$ 120,421
Assessments Receivable	-	-	-	-
Due from Other	-	-	-	-
Due from General Fund	-	-	-	-
Investments:				
State Board of Administration (SBA)	634,317	826,914	-	1,461,231
Custody US Bank Account	59,068	-	-	59,068
Series 2020				
Reserve A1	-	-	173,593	173,593
Reserve A2	-	-	113,641	113,641
Revenue	-	-	1,056,854	1,056,854
Prepay 2020A1	-	-	234	234
Prepaid Expenses	-	-	-	-
Deposits	-	-	-	-
Total Assets	\$ 796,743	\$ 843,977	\$ 1,344,322	\$ 2,985,042
Liabilities:				
Accounts Payable	\$ 10,716	11,428	\$ -	\$ 22,144
Accrued Expenses	3,584	-	-	3,584
Total Liabilities	\$ 14,301	\$ 11,428	\$ -	\$ 25,728
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ -	\$ -	\$ -	\$ -
Deposits	-	-	-	-
Restricted for:				
Debt Service	-	-	1,344,322	1,344,322
Capital Project	-	-	-	-
Assigned for:				
Capital Reserve Fund	-	832,549	-	832,549
Capital Reserves	-	-	-	-
Unassigned	782,442	-	-	782,442
Total Fund Balances	\$ 782,442	\$ 832,549	\$ 1,344,322	\$ 2,959,313
Total Liabilities & Fund Balance	\$ 796,743	\$ 843,977	\$ 1,344,322	\$ 2,985,042

Pine Ridge Plantation

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 808,015	\$ 800,313	\$ 800,313	\$ -
Misc./Facility Rental Income	5,000	2,500	3,075	575
Interest Income	15,000	7,500	12,557	5,057
Total Revenues	\$ 828,015	\$ 810,313	\$ 815,945	\$ 5,632

Expenditures:

General & Administrative:

Supervisor Fees	\$ 8,000	\$ 2,600	\$ 2,600	\$ -
PR-FICA	612	199	199	-
Engineering	8,000	4,000	1,465	2,535
Attorney	15,000	7,500	2,339	5,161
Annual Audit	3,175	-	-	-
Assessment Administration	6,207	6,207	6,207	-
Arbitrage Rebate	600	-	-	-
Dissemination Agent	5,843	2,922	2,922	-
Trustee Fees	4,434	4,434	4,445	(10)
Management Fees	57,609	28,805	28,805	-
Information Technology	1,781	890	891	-
Website Maintenance	1,336	668	668	-
Telephone	500	250	49	201
Postage & Delivery	1,000	500	248	252
General Liability and Public Officials Insurance	11,102	11,102	10,460	642
Printing & Binding	1,500	750	207	543
Legal Advertising	1,500	750	183	567
Other Current Charges	900	450	478	(28)
Office Supplies	300	150	97	53
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 129,574	\$ 72,351	\$ 62,435	\$ 9,916

Operations & Maintenance

Grounds Maintenance

Landscape Maintenance	\$ 171,665	\$ 85,832	\$ 80,974	\$ 4,858
Lake Maintenance	14,830	7,415	5,400	2,015
Electric	3,000	1,500	1,182	318
Water	26,000	26,000	25,812	188
Repairs And Maintenance	24,000	12,000	18,622	(6,622)
Irrigation Repairs	3,500	1,750	2,817	(1,067)
Contingencies	1,500	-	-	-
Subtotal Grounds Maintenance	\$ 244,495	\$ 134,497	\$ 134,807	\$ (309)

Pine Ridge Plantation

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
Amenity Center				
Property Insurance	\$ 29,155	\$ 29,155	\$ 24,563	\$ 4,592
General Facility Maintenance	24,000	12,000	20,487	(8,487)
Repairs & Replacements	24,000	12,000	13,637	(1,637)
Recreational Passes	500	-	-	-
Office Supplies	500	332	332	-
Permit Fees	780	-	-	-
Contingency	1,000	-	-	-
Special Events	15,000	11,594	11,594	-
Security	20,000	10,000	3,338	6,662
Utilities				
Water & Sewer	5,400	2,700	1,649	1,051
Electric	25,000	12,500	13,497	(997)
Cable/Phone/Internet	7,250	3,625	3,881	(256)
Refuse Service	17,760	8,880	8,972	(92)
Management Contracts				
Amenity Management	75,760	37,880	37,880	-
Facility Assistant	14,000	7,000	895	6,105
Field Management Services	28,798	14,399	14,399	-
Lifeguards	21,947	10,974	1,084	9,890
Pool Maintenance	18,150	9,075	9,075	-
Pool Chemicals	23,226	11,613	11,588	25
Janitorial	10,685	5,343	5,343	(0)
Janitorial Supplies	5,000	2,500	1,340	1,160
Subtotal Amenity Center	\$ 367,911	\$ 201,570	\$ 183,553	\$ 18,017
Total Operations & Maintenance	\$ 612,406	\$ 336,067	\$ 318,360	\$ 17,707
Total Expenditures	\$ 741,980	\$ 408,419	\$ 380,795	\$ 27,624
Excess (Deficiency) of Revenues over Expenditures	\$ 86,035		\$ 435,149	
<i>Other Financing Sources/(Uses):</i>				
Capital Reserve Transfer In/(Out)	\$ (86,035)	\$ (86,035)	\$ (86,035)	\$ -
Total Other Financing Sources/(Uses)	\$ (86,035)	\$ (86,035)	\$ (86,035)	\$ -
Net Change in Fund Balance	\$ 0		\$ 349,114	
Fund Balance - Beginning	\$ -		\$ 433,328	
Fund Balance - Ending	\$ -		\$ 782,442	

Pine Ridge Plantation

Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	Variance
	Budget	Thru 03/31/26	Thru 03/31/26	
Revenues				
Interest	\$ 3,353	\$ 3,353	\$ 14,768	\$ 11,415
Total Revenues	\$ 3,353	\$ 3,353	\$ 14,768	\$ 11,415
Expenditures:				
Capital Outlay	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
Repairs and Maintenance	15,525	15,525	33,516	(17,991)
Other Service Charges	600	300	247	53
Total Expenditures	\$ 41,125	\$ 28,325	\$ 33,763	\$ (5,438)
Excess (Deficiency) of Revenues over Expenditures	\$ (37,772)		\$ (18,995)	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ 86,035	\$ 86,035	\$ 86,035	\$ -
Total Other Financing Sources (Uses)	\$ 86,035	\$ 86,035	\$ 86,035	\$ -
Net Change in Fund Balance	\$ 48,263		\$ 67,040	
Fund Balance - Beginning	\$ 782,435		\$ 765,509	
Fund Balance - Ending	\$ 830,698		\$ 832,549	

Pine Ridge Plantation

Community Development District

Debt Service Fund Series 2020

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/26	Thru 03/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 926,572	\$ 917,769	\$ 917,769	\$ -
Interest Income	25,000	12,500	14,323	1,823
Total Revenues	\$ 951,572	\$ 930,269	\$ 932,091	\$ 1,823
Expenditures:				
Series 2020 A1				
Interest Expense - 11/1	\$ 86,874	\$ 86,874	\$ 86,874	\$ -
Interest Expense - 5/1	86,874	-	-	-
Principal Expense - 5/1	520,000	-	-	-
Series 2020 A2				
Interest Expense - 11/1	39,169	39,169	39,169	-
Interest Expense - 5/1	39,169	-	-	-
Principal Expense - 5/1	150,000	-	-	-
Total Expenditures	\$ 922,086	\$ 126,043	\$ 126,043	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 29,485		\$ 806,048	
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 29,485		\$ 806,048	
Fund Balance - Beginning	\$ 248,701		\$ 538,274	
Fund Balance - Ending	\$ 278,187		\$ 1,344,322	

Pine Ridge Plantation
Community Development District
 Month to Month

	Adopted Budget	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:														
Special Assessments - Tax Roll	\$ 808,015	\$ -	\$ 38,023	\$ 749,594	\$ 3,641	\$ 4,421	\$ 4,634	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,313
Misc./Facility Rental Income	5,000	-	1,625	-	350	-	1,100	-	-	-	-	-	-	3,075
Interest Income	15,000	1,218	826	848	2,369	3,482	3,813	-	-	-	-	-	-	12,557
Total Revenues	\$ 828,015	\$ 1,218	\$ 40,474	\$ 750,442	\$ 6,360	\$ 7,903	\$ 9,548	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 815,945
Expenditures:														
General & Administrative:														
Supervisor Fees	\$ 8,000	\$ -	\$ 800	\$ -	\$ 800	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600
PR-FICA	612	-	61	-	61	-	77	-	-	-	-	-	-	199
Engineering	8,000	-	-	-	640	-	825	-	-	-	-	-	-	1,465
Attorney	15,000	214	814	-	1,119	192	-	-	-	-	-	-	-	2,339
Annual Audit	3,175	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	6,207	6,207	-	-	-	-	-	-	-	-	-	-	-	6,207
Arbitrage Rebate	600	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	5,843	487	487	487	487	487	487	-	-	-	-	-	-	2,922
Trustee Fees	4,434	4,445	-	-	-	-	-	-	-	-	-	-	-	4,445
Management Fees	57,609	4,801	4,801	4,801	4,801	4,801	4,801	-	-	-	-	-	-	28,805
Information Technology	1,781	148	148	148	148	148	148	-	-	-	-	-	-	891
Website Maintenance	1,336	111	111	111	111	111	111	-	-	-	-	-	-	668
Telephone	500	-	15	-	16	-	18	-	-	-	-	-	-	49
Postage & Delivery	1,000	75	60	46	3	31	33	-	-	-	-	-	-	248
General Liability and Public Officials Insurance	11,102	10,460	-	-	-	-	-	-	-	-	-	-	-	10,460
Printing & Binding	1,500	69	10	45	33	30	21	-	-	-	-	-	-	207
Legal Advertising	1,500	-	93	44	-	45	-	-	-	-	-	-	-	183
Other Current Charges	900	58	65	77	50	101	127	-	-	-	-	-	-	478
Office Supplies	300	1	0	0	0	0	95	-	-	-	-	-	-	97
Dues, Licenses & Subscriptions	175	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 129,574	\$ 27,250	\$ 7,466	\$ 5,760	\$ 8,269	\$ 5,947	\$ 7,743	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,435

Pine Ridge Plantation
Community Development District
Month to Month

	Adopted Budget	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Operations & Maintenance														
Grounds Maintenance														
Landscape Maintenance	\$ 171,665	\$ 13,496	\$ 13,496	\$ 13,496	\$ 13,496	\$ 13,496	\$ 13,496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,974
Lake Maintenance	14,830	900	900	900	900	900	900	-	-	-	-	-	-	5,400
Electric	3,000	203	204	205	204	203	163	-	-	-	-	-	-	1,182
Water	26,000	6,846	2,924	4,494	4,723	3,623	3,202	-	-	-	-	-	-	25,812
Repairs And Maintenance	24,000	1,989	2,620	3,538	5,000	3,779	1,697	-	-	-	-	-	-	18,622
Irrigation Repairs	3,500	-	-	1,170	-	1,647	-	-	-	-	-	-	-	2,817
Contingencies	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Grounds Maintenance	\$ 244,495	\$ 23,434	\$ 20,143	\$ 23,802	\$ 24,323	\$ 23,647	\$ 19,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,807
Amenity Center														
Property Insurance	\$ 29,155	\$ 24,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,563
General Facility Maintenance	24,000	1,289	2,390	3,949	2,019	9,167	1,672	-	-	-	-	-	-	20,487
Repairs & Replacements	24,000	1,006	2,524	1,754	586	1,100	6,666	-	-	-	-	-	-	13,637
Recreational Passes	500	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	500	-	-	108	224	-	-	-	-	-	-	-	-	332
Permit Fees	780	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Events	15,000	2,507	549	1,768	267	3,100	3,404	-	-	-	-	-	-	11,594
Security	20,000	890	1,090	490	690	90	90	-	-	-	-	-	-	3,338
Utilities														
Water & Sewer	5,400	377	-	134	372	384	382	-	-	-	-	-	-	1,649
Electric	25,000	2,311	2,232	1,958	2,148	2,625	2,223	-	-	-	-	-	-	13,497
Cable/Phone/Internet	7,250	616	616	643	620	607	779	-	-	-	-	-	-	3,881
Refuse Service	17,760	1,472	1,472	1,472	1,472	1,542	1,542	-	-	-	-	-	-	8,972
Management Contracts														
Amenity Management	75,760	6,313	6,313	6,313	6,313	6,313	6,313	-	-	-	-	-	-	37,880
Facility Assistant	14,000	-	-	-	-	-	895	-	-	-	-	-	-	895
Field Management Services	28,798	2,400	2,400	2,400	2,400	2,400	2,400	-	-	-	-	-	-	14,399
Lifeguards	21,947	-	-	-	-	-	1,084	-	-	-	-	-	-	1,084
Pool Maintenance	18,150	1,513	1,513	1,513	1,513	1,513	1,513	-	-	-	-	-	-	9,075
Pool Chemicals	23,226	2,790	1,718	1,669	1,821	1,856	1,734	-	-	-	-	-	-	11,588
Janitorial	10,685	890	890	890	890	890	890	-	-	-	-	-	-	5,343
Janitorial Supplies	5,000	87	398	-	265	169	421	-	-	-	-	-	-	1,340
Subtotal Amenity Center	\$ 367,911	\$ 49,023	\$ 24,104	\$ 25,061	\$ 21,601	\$ 31,757	\$ 32,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,553
Total Operations & Maintenance	\$ 612,406	\$ 72,457	\$ 44,247	\$ 48,863	\$ 45,923	\$ 55,404	\$ 51,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318,360
Total Expenditures	\$ 741,980	\$ 99,707	\$ 51,713	\$ 54,623	\$ 54,193	\$ 61,351	\$ 59,209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 380,795
Excess (Deficiency) of Revenues over Expenditures	\$ 86,035	\$ (98,489)	\$ (11,239)	\$ 695,819	\$ (47,833)	\$ (53,448)	\$ (49,661)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435,149
Other Financing Sources/Uses:														
Transfer In/(Out)	\$ (86,035)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (86,035)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (86,035)
Total Other Financing Sources/Uses	\$ (86,035)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (86,035)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (86,035)
Net Change in Fund Balance	\$ 0	\$ (98,489)	\$ (11,239)	\$ 695,819	\$ (47,833)	\$ (53,448)	\$ (135,696)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 349,114

Pine Ridge Plantation
Community Development District
Long Term Debt Report

Series 2020A1 Capital Improvement Revenue Refunding Bond

Interest Rate:	2.00% - 3.00%	
Maturity Date:	5/1/2037	
Reserve Fund Definition	25% of Max Annual Debt Service *	
Reserve Fund Requirement	\$172,888	
Reserve Fund Balance	173,593	
Bonds outstanding - 9/30/20		\$9,545,000
Less: May 1, 2021 (Mandatory)		(\$455,000)
Less: May 1, 2022 (Mandatory)		(\$470,000)
Less: May 1, 2022 (Prepayment)		(\$10,000)
Less: May 1, 2023 (Mandatory)		(\$480,000)
Less: May 1, 2023 (Prepayment)		(\$10,000)
Less: May 1, 2024 (Mandatory)		(\$500,000)
Less: May 1, 2025 (Mandatory)		(\$510,000)
Less: May 1, 2025 (Prepayment)		(\$5,000)
Current Bonds Outstanding		\$7,105,000

*Assured Guaranty Municipal Corp Surety Bond \$173,592.51

Series 2020A2 Capital Improvement Revenue Refunding Bond

Interest Rate:	2.75% - 3.75%	
Maturity Date:	5/1/2037	
Reserve Fund Definition	50% of Max Annual Debt Service	
Reserve Fund Requirement	\$113,641	
Reserve Fund Balance	113,641	
Bonds outstanding - 9/30/20		\$2,890,000
Less: May 1, 2021 (Mandatory)		(\$130,000)
Less: May 1, 2022 (Mandatory)		(\$135,000)
Less: May 1, 2022 (Prepayment)		(\$5,000)
Less: May 1, 2023 (Mandatory)		(\$140,000)
Less: May 1, 2023 (Prepayment)		(\$5,000)
Less: May 1, 2024 (Mandatory)		(\$140,000)
Less: May 1, 2025 (Mandatory)		(\$145,000)
Less: May 1, 2025 (Prepayment)		(\$5,000)
Current Bonds Outstanding		\$2,185,000
Total Bonds Outstanding		\$9,290,000

C.

Pine Ridge Plantation
Community Development District
FISCAL YEAR 2026 SUMMARY OF ASSESSMENTS

ASSESSED	#UNITS ASSESSED	SERIES 2020A DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	737	926,571.52	807,989.31	1,734,560.83
TOTAL ASSESSED NET	737	926,571.52	807,989.31	1,734,560.83

RECEIVED	BALANCE DUE	SERIES 2020A DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	9,796.25	921,338.54	803,426.04	1,724,764.58
TOTAL RECEIPTS	9,796.25	921,338.54	803,426.04	1,724,764.58

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2020A RECEIVED	O&M RECEIPTS	TOTAL
1	11/7/2025	1,784.13	1,555.79	3,339.92
2	11/13/2025	12,594.60	10,982.75	23,577.35
3	11/25/2025	29,224.65	25,484.49	54,709.14
4	12/8/2025	824,536.37	719,012.58	1,543,548.95
5	12/18/2025	35,069.05	30,580.93	65,649.98
6	1/15/2026	4,175.40	3,641.04	7,816.44
7	2/11/2026	5,069.80	4,420.96	9,490.76
8	3/6/2026	5,314.66	4,634.49	9,949.15
9	4/14/2026	3,569.88	3,113.01	6,682.89
		-	-	-
		-	-	-
		-	-	-
		-	-	-
TOTAL FY24 TAX ROLL RECEIPTS		921,338.54	803,426.04	1,724,764.58

%TAX ROLL COLLECTED	99.44%	99.44%	99.44%
TOTAL COLLECTED	99.44%	99.44%	99.44%

D.

Pine Ridge Plantation
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2026
Check Register

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
General Fund		
2/1/2026 - 2/28/2026	3721-3735	\$ 51,031.40
3/01/2026 - 3/31/2026	3736-3756	55,848.49
		\$ 106,879.89
Utilities and Autopayments		
02/02/26	Clay Electric	\$ 2,352.11
02/03/26	AT&T	89.21
02/09/26	CCUA	5,095.05
02/17/26	Waste Management	1,542.37
02/18/26	SafeTouch	89.72
02/24/26	Comcast	518.24
		\$ 9,686.70
03/03/26	Clay Electric	\$ 2,828.46
03/03/26	AT&T	260.41
03/06/26	IRS FICA Payment	153.00
03/16/26	CCUA	4,006.86
03/17/26	SafeTouch	89.72
03/18/26	Waste Management	1,542.37
03/24/26	Comcast	518.24
03/31/26	Clay Electric	2,386.19
		\$ 11,785.25
TOTAL		\$128,351.84

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/11/26	00183	2/01/26	9650642	202602	320	53800	46200		FEB LANDSCAPE MAINTENANCE	*	13,495.67		
									BRIGHTVIEW LANDSCAPE SERVICES, INC			13,495.67	003721
2/11/26	00003	1/31/26	281	202601	330	57200	46100		B&M LAND CONSTRUCTION	*	200.00		
									GOVERNMENTAL MANAGEMENT SERVICES			200.00	003722
2/11/26	00003	2/01/26	280	202602	310	51300	34000		FEB MANAGEMENT FEES	*	4,800.75		
		2/01/26	280	202602	310	51300	49100		FEB WEBSITE ADMIN	*	111.33		
		2/01/26	280	202602	310	51300	35100		FEB INFO TECH	*	148.42		
		2/01/26	280	202602	310	51300	31300		FEB DISSEM AGENT SRVCS	*	486.92		
		2/01/26	280	202602	310	51300	51000		OFFICE SUPPLIES	*	.30		
		2/01/26	280	202602	310	51300	42000		POSTAGE	*	30.62		
		2/01/26	280	202602	310	51300	42500		COPIES	*	30.00		
									GOVERNMENTAL MANAGEMENT SERVICES			5,608.34	003723
2/11/26	00106	2/02/26	02022026	202510	330	57200	34500		OCT SECURITY SERVICES	*	400.00		
									MATTHEW EDMONSON			400.00	003724
2/11/26	00106	2/02/26	02022026	202511	330	57200	34500		NOV SECURITY SERVICES	*	400.00		
									MATTHEW EDMONSON			400.00	003725
2/11/26	00106	2/02/26	02022026	202601	330	57200	34500		JAN SECURITY SERVICES	*	600.00		
									MATTHEW EDMONSON			600.00	003726
2/11/26	00106	2/02/26	02022026	202512	330	57200	34500		DEC SECURITY SERVICES	*	400.00		
									MATTHEW EDMONSON			400.00	003727
2/11/26	00054	2/01/26	13129563	202602	330	57200	46500		FEB POOL CHEMICALS	*	1,733.62		
									POOLSURE			1,733.62	003728
2/11/26	00073	2/01/26	594	202602	330	57200	46200		FEB JANITORIAL SERVICES	*	890.42		

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
2/01/26	594		202602 330-57200-46400			FEB POOL MAINTENANCE	*	1,512.50		
2/01/26	594		202602 330-57200-34000			FEB CONTRACT ADMIN	*	2,399.83		
2/01/26	594		202602 330-57200-34100			FEB FACILITY MANAGEMENT	*	6,313.33		
2/01/26	594		202602 330-57200-46500			POOL CHEM-TRICHLOR	*	52.47		
2/01/26	594		202602 330-57200-46500			POOL CHEM-LIQUID BLEACH	*	13.07		
2/01/26	594		202602 330-57200-46500			POOL CHEM-CAL HYPO	*	29.70		
2/01/26	594		202602 330-57200-46500			POOL CHEM-DE POWDER	*	2.84		
2/01/26	594		202602 330-57200-46500			POOL CHEM-PHOSPHATE RMVR	*	24.42		
									11,238.58	003729

2/11/26	00215	8/12/25	100048A	202601 330-57200-46100		STRAPS-BASKETWEAVE LOUNGE	*	1,155.00		
									1,155.00	003730

2/11/26	00076	2/01/26	344167B	202602 320-53800-46400		FEB LAKE MAINTENANCE	*	900.00		
									900.00	003731

2/23/26	00217	2/12/26	194669	202601 310-51300-31100		JAN ENGINEERING SERVICES	*	640.00		
									640.00	003732

2/23/26	00073	2/13/26	595	202601 330-57200-46201		JAN JANITORIAL SUPPLIES	*	264.89		
2/13/26	595		202601 330-57200-46100			JAN AMENITY RPR & RPLC	*	274.65		
2/13/26	595		202601 330-57200-51000			JAN OFFICE SUPPLIES	*	224.41		
2/13/26	595		202601 320-53800-46000			JAN GROUNDS RPR & MAINT	*	5,000.00		
2/13/26	595		202601 330-57200-46000			JAN GEN FAC MAINT	*	1,546.24		
									7,310.19	003733

2/23/26	00195	2/09/26	61273D	202602 330-57200-46000		DEPOSIT ANNUAL MAINT PLAN	*	3,850.00		
									3,850.00	003734

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/26/26	00093	2/16/26 20263040	202602 330-57200-60100	JACKSONVILLE CARRIAGE CO LLC	*	3,100.00	3,100.00 003735
						TOTAL FOR BANK A	51,031.40
						TOTAL FOR REGISTER	51,031.40

INVOICE



Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 9650642
Invoice Date: 2/1/2026
Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For February <i>Landscaping Maintenance</i> <i>1.320.53800.46200</i> <i>[Signature]</i> 1/27/26 RECEIVED JAN 27 2026 BY: _____	13,495.67
	Total invoice amount	13,495.67
	Tax amount	
	Balance due	13,495.67

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 24488830
Invoice #: 9650642
Invoice Date: 2/1/2026

Amount Due:	\$13,495.67
--------------------	--------------------

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 281

Invoice Date: 1/31/26

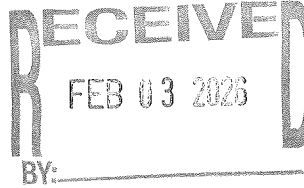
Due Date: 1/31/26

Case:


P.O. Number:

Bill To:

Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
B&M Land Construction (Repair & Replacement)- Statement Date Closing 1/26/26		200.00	200.00
Total			\$200.00
Payments/Credits			\$0.00
Balance Due			\$200.00

From: Jay Soriano jsoriano@gmsnf.com 
Subject: January Amex Report - Pine Ridge
Date: February 2, 2026 at 6:51 AM
To: Ava tanner atanner@gmstnn.com, Molly Dryman mdryman@gmstnn.com
Cc: Marilee Giles mgiles@gmsnf.com, Bernadette Peregrino bperegrino@gmsnf.com

1 receipt from January Amex report for Pine Ridge. This should be charged to Repair and Replacements.

I have copied Marilee and our district's accounting team so they are aware of the pending invoice.

--

Jay Soriano - Operations Manager

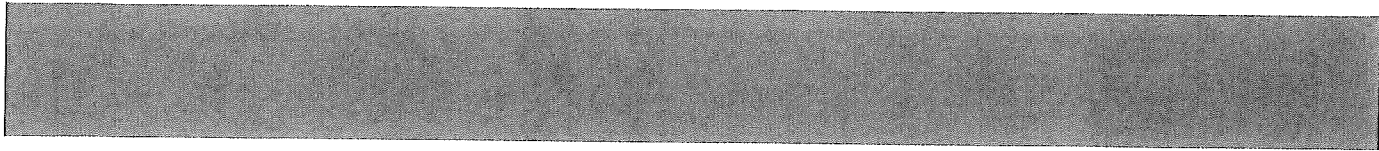
Double Branch & Middle Village CDDs

Governmental Management Services

jsoriano@gmsnf.com

PineRidge_BandM_fill-dirt_1.2.26
.pdf





B&M land construction

Let B&M land construction
know how your experience
was

\$200.00

Custom Amount	\$200.00
1/2 load fill dirt 4200 Pine Ridge Parkway, Middleburg	
Total	\$200.00

B&M land construction
2141 LOUIE CARTER RD
BALDWIN, FL 32234-3455

AMEX 3053 (Keyed)

Jan 2 2026 at 11:28 AM

#rT9z
Auth code: 299955

Receipt Settings

- [Not your receipt?](#)
- [Turn off automatic receipts](#)
- [Manage preferences](#)

© 2026 Square [Privacy Policy](#)
1955 Broadway, Suite 600
Oakland, CA 94612

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 280

Invoice Date: 2/1/26

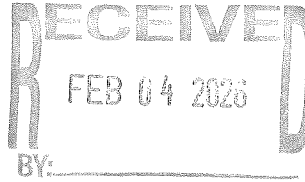
Due Date: 2/1/26

Case:

P.O. Number:

Bill To:

Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - February 2026		4,800.75	4,800.75
Website Administration - February 2026		111.33	111.33
Information Technology - February 2026		148.42	148.42
Dissemination Agent Services - February 2026		486.92	486.92
Office Supplies		0.30	0.30
Postage		30.62	30.62
Copies		30.00	30.00
Total			\$5,608.34
Payments/Credits			\$0.00
Balance Due			\$5,608.34



Invoice

Date Invoice#

2/1/2026
131295633834

1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Terms	Net 20
Due Date	2/21/2026
PO #	

Bill To
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092

Ship To
GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068

LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	\$1,674.57
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	\$10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	\$49.05

Subtotal \$1,733.62
Tax \$0.00
Total \$1,733.62
Amount Paid/Credit Applied \$0.00
Balance Due \$1,733.62

[Click Here to Pay Now](#)



Pool Chemicals
1.330.57200.46500

[Signature] 1/16/26

RECEIVED
 JAN 16 2026
 BY: _____



131295633834

Riverside Management Services, Inc
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 594
Invoice Date: 2/1/2026
Due Date: 2/1/2026
Case:
P.O. Number:

Bill To:
 Pine Ridge Plantation
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.330.57200.46200- Janitorial Services - February 2026		890.42	890.42
1.330.57200.46400- Pool Maintenance Services - February 2026		1,512.50	1,512.50
1.330.57200.34000- Contract Administration - February 2026		2,399.83	2,399.83
1.330.57200.34100-Facility Management - Pine Ridge Plantation - February 2026		6,313.33	6,313.33
Pool Chemicals - Trichlor		52.47	52.47
Pool Chemicals - Liquid Bleach		13.07	13.07
Pool Chemicals - Cal Hypo		29.70	29.70
Pool Chemicals- DE Powder		2.84	2.84
Pool Chemicals- Phosphate Remover		24.42	24.42

RECEIVED
 FEB 05 2026
 BY: _____

Alison Moring
 2-5-26

Total	\$11,238.58
Payments/Credits	\$0.00
Balance Due	\$11,238.58

THE POOLand Patio Shop
1408 Griffet Rd
Jacksonville, FL 32211

Invoice

Number 100048
Date 8/12/2025

Bill To

Maria
Pine Ridge Plantation
4200 Pineridge Parkway
Middleburg, FL, 32068
prmgr@riversidemgtsvc.com

Ship To

PO Number	Terms	Project
904-291-8878		Tag D

Date	Description	Hours	Rate	Amount
	Replace straps on basketweave lounge	8.00	\$110.00	\$880.00
	replace leg on bar stool	1.00	\$50.00	\$50.00
	weld arm on chair	1.00	\$25.00	\$25.00
	all strapping will be done in a single wrap configuration using new virgin vnyl strap and high strength multi gauge pins		\$0.00	\$0.00
	sales tax	1.00	\$0.00	\$0.00
	Pickup/Delivery		\$200.00	\$200.00

Amount Paid \$0.00
Amount Due \$1,155.00

Discount \$0.00
Shipping Cost \$0.00
Sub Total \$1,155.00

Total \$1,155.00

RECEIVED
FEB 05 2026
BY: _____

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$1,155.00	\$1,155.00

Bern had to stop payment on check #3713 (processed and mailed out on 01/13/26) and voided it because vendor didn't receive it. In need of reissuing another check. TP 02/05/26

Amenity Repairs & Replacements
1.330.57200.46100
[Signature] 1/8/26

MAKE CHECK PAYABLE TO:



Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER: _____ DATE: _____
ISSUE # _____ AMOUNT PAID: _____

ADDRESSEE

Please check if address differs from account and include change address code

Pine Ridge Plantation CDD - Governmental
Management Services
475 West Town Pl
SUITE 114
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
719342	2/1/2026	\$900.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

0000000007540600100000003441670000009000018

Please return this invoice with your payment and
notify us of any changes to your contact information.

Pine Ridge Plantation CDD - Govern 4200 Pine Ridge Pkwy Middleburg, FL 32068

Invoice Due Date 2/11/2026 Invoice 344167B PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
2/1/2026	Water Management - Monthly		\$900.00	\$0.00	\$900.00

Please remit payment for this month's invoice.

Lake maintenance
1.320.53800 46400
C O 2/2/26

RECEIVED

FEB 02 2026

BY: _____

Please provide remittance information when submitting payments, otherwise payments will be applied to the oldest outstanding invoices.	Credits	\$0.00
	Adjustment	\$0.00
	AMOUNT DUE	

Total Account Balance including this invoice:

\$900.00

This Invoice Total:

\$900.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 719342
Portal Registration #: 26CE8D2B
Customer E-mail(s): prmgr@riversidemgtsvc.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

Project Manager Alex Acree

Governmental Management Services
Marilee Giles
475 West Town Place
St. Augustine, FL 32092

Matthews | **DCCM**

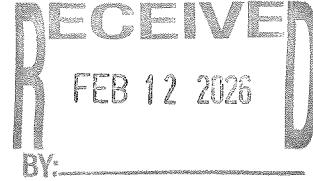
Engineering - Architecture - Planning - Surveying

February 12, 2026
Invoice # 194669

Project 0000021859.0000 Pine Ridge Plantation CDD

This invoice includes charges for tasks performed for your project, including:

- Coordination with CDD
- CDD Meeting



Please call Alex Acree if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.

Professional Services through January 31, 2026

Phase 0001 Engineering Services

	Hours	Rate	Amount
Division Lead	2.00	275.00	550.00
Inspector 2	.50	180.00	90.00
Total Labor			640.00
		Total Due:	640.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	640.00	8,785.00	9,425.00
Expense	0.00	218.05	218.05
Unit	0.00	9.38	9.38
Totals	640.00	9,012.43	9,652.43

7 Waldo Street, St. Augustine, FL 32084 | 904.826.1334 | www.matthews.dccm.com

LICENSE #26535, LB8590, LA6866877

Invoices are due upon receipt.


Prompt payments are critical to keeping your project on schedule. Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued. We appreciate your business and cooperation with timely payments.

Riverside Management Services, Inc
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 595
 Invoice Date: 2/13/2026
 Due Date: 2/13/2026
 Case:
 P.O. Number:

Bill To:
 Pine Ridge Plantation
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2026	122.97	40.00	4,918.80
Maintenance Supplies		2,391.39	2,391.39
◦ Janitorial Supplies - \$264.89 1.330.57200.46201			
◦ Amenity Repairs & Replacements - \$274.65 1.330.57200.46100			
◦ Office Supplies - \$224.41 1.330.57200.51000			
◦ Grounds Repair & Maintenance - \$5,000 1.320.53800.46000			
◦ General Facility maintenance - \$1,546.24 1.330.57200.46000			
 2/13/26			

Total \$7,310.19

Payments/Credits \$0.00

Balance Due \$7,310.19

RECEIVED
 FEB 16 2026
 BY: _____

Alison Mossing
 2-16-26

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/5/26	5.5	R.A.	Moved fill dirt for drainage erosion, picked up trailer, gator and supplies
1/5/26	7.57	B.W.	Worked on retention pond restorations
1/5/26	7.02	C.W.	Filled drainage ditch with dirt, straightened and organized pool deck and patio furniture
1/5/26	3.02	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/6/26	5	R.A.	Picked up trailer, gator, large drainage rock and supplies, laid first layer of weed control fabric and large drainage rock, added second layer of fabric, installed drainage box and drain pipe, started added drainage gravel
1/6/26	6.17	C.W.	Straightened and organized pool deck and patio furniture, laid down weed fabric and big rocks, laid pipe and drainage box, covered with weed fabric and laid down gravel
1/7/26	3.1	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/8/26	3.9	R.A.	Finished installing gravel at second erosion ditch, will move dirt to complete erosion ditch at a later date, picked up trailer, gator and supplies
1/8/26	5	L.C.	Removed supplies for washout project, loaded gator on trailer, loaded large rocks, filled wash out trench with gravel rocks, assisted set up board meeting at amenity center
1/9/26	5.25	C.W.	Moved dirt to drainage ditches, laid down weed fabric, cleaned loose dirt from parking lot
1/9/26	5.85	L.C.	Shoveled loads of dirt for washout project, filled in erosion ditch with dirt for resident, picked up supplies
1/12/26	2	R.A.	Removed Christmas lights at community
1/12/26	5.13	C.W.	Moved dirt behind pool pack area, cleaned parking lot from where dirt was, blew leaves and debris off pool deck and walkways, straightened and organized pool deck and patio furniture, cleaned truck from dirt, removed Christmas lights and organized, checked paint for pool splash pad
1/12/26	3.95	B.W.	Moved dirt pile from amenity center parking lot to pool pack area
1/12/26	3	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/14/26	3	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/19/26	3	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/20/26	3	R.A.	Dumpster repair by re-installing damaged fence rail, installed new roller wheel on dumpster gate, touch up paint in club house and meeting room, sealed women's bathroom shower and fixed toilet paper holders, remove damaged area of men's bathroom baseboard and trim
1/20/26	5.27	C.W.	Cut rotten wood from men's bathroom, caulked all toilet paper holders and shower floors, touched up paint in clubhouse and vacuumed drywall, sorted all paint, straightened and organized all furniture
1/20/26	5.15	B.W.	Paint refresh on clubhouse doors and waiting room, repaired dumpster poles, sealed women's shower seals and toilet paper holders, started repairs on men's shower rotten wood on door frames
1/21/26	1	R.A.	Worked on the install of dog park gate, touch up paint
1/21/26	2	C.W.	Installed new wood in men's bathroom, painted wood and touched up walls, grabbed plywood for erosion ditch
1/21/26	2	B.W.	Completed repairs on men's shower rotten wood on door frames
1/21/26	3.02	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/26/26	3.52	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
1/27/26	5.73	C.W.	Painted main gate, collected all supplies for painting and organized paint cabinet, adjusted dog pot box, cleaned barbeque grills, re-screwed cabinet back into place, straightened and organized all furniture, blew leaves and debris off pool deck and walkways, cleaned dumpster area, removed debris in roadway

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/28/26	7.65	C.W.	Painted walls in amenity center, covered trim with tape, laid builder paper on floor, removed all light covers and décor, cleaned and dusted trim and walls, nailed trim and boards to wall, straightened and organized all furniture, checked and changed trash receptacles
1/28/26	3	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
1/30/26	4.17	C.W.	Painted amenity center social room, replaced showerhead, reinstalled outlet covers on walls, removed tape from baseboards and cleaned floor, cleaned up all paint supplies, blew leaves and debris off pool deck and walkways, straightened and organized all furniture
TOTAL	<u>122.97</u>		
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 2/05/26

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	12/30/25	Glad Force Flex Trash Bags	25.42	M.C.
	12/30/25	Paper Towels	37.08	M.C.
	12/30/25	Toilet Paper (2)	79.10	M.C.
	12/30/25	Airwick Refills (2)	35.02	M.C.
	1/2/26	Trifold Paper Towels 16pk (2)	88.27	M.C.
	1/2/26	Scotch Tape Rolls 20pk	27.19	M.C.
	1/2/26	Dog Pot Bags 10pk (4)	215.05	M.C.
	1/5/26	6'x100' Landscape Fabric	62.00	R.A.
	1/5/26	Utility Knife	8.25	R.A.
	1/6/26	4"x10' Perferated Drain Pipe	30.26	R.A.
	1/6/26	Gravel (15)	91.08	R.A.
	1/6/26	9" Basin Kit	62.07	R.A.
	1/6/26	4" 90 Degree Elbow	7.64	R.A.
	1/8/26	Mountain Granite Gravel (20)	121.44	R.A.
	1/8/26	Mountain Granite Gravel (20)	121.44	R.A.
	1/9/26	6'x100' Weed Control Fabric	68.89	R.A.
	1/13/26	CAP Barbell Rack	33.36	M.C.
	1/13/26	CAP Kettlebell 15lbs	33.36	M.C.
	1/13/26	CAP Kettlebell 30lbs	61.81	M.C.
	1/13/26	CAP Kettlebell 10lbs	27.82	M.C.
	1/13/26	CAP Kettlebell 25lbs	58.08	M.C.
	1/13/26	Yoga Mat (2)	24.70	M.C.
	1/13/26	Colored Printer Ink (2)	101.84	M.C.
	1/20/26	1x8 8FT	22.68	R.A.
	1/20/26	1x4 8FT	10.79	R.A.
	1/20/26	DAP Clear Sealant (2)	28.95	R.A.
	1/20/26	White Caulk	5.15	R.A.
	1/20/26	4" Caster for Gate	34.48	R.A.
	1/20/26	2x4 8ft	25.28	R.A.
	1/21/26	Colored File Folders 240pk	46.97	M.C.
	1/21/26	Post It Sticky Notes 24ct	19.02	M.C.
	1/21/26	BIC Wite Out Tape 18ct	29.39	M.C.
	1/21/26	BT-1025 Cordless Handset Battery	6.79	M.C.
	1/26/26	Husky Wall Mount Utility Hook (3)	41.33	M.C.
	1/27/26	18" Paint Tray	21.82	C.W.
	1/27/26	18" Paint Tray Liner (3)	17.18	C.W.
	1/27/26	3pc Brush Set	25.85	C.W.
	1/27/26	18" Paint Roller (3)	35.67	C.W.
	1/27/26	5 Gallon White Paint	208.15	C.W.
	1/27/26	Builders Paper	14.93	C.W.
	1/27/26	1 Gallon White Paint	47.13	C.W.
	1/27/26	1 Gallon Black Paint (4)	188.51	C.W.
	1/27/26	Paint Roller Frame	25.85	C.W.
	1/27/26	Telescoping Pole	22.98	C.W.
	1/27/26	6 Pack Tape	40.80	C.W.
	1/27/26	6" Mulit Painter (2)	7.52	C.W.
	1/30/26	Acetone Qt	13.20	C.W.
	1/30/26	Showerhead	28.73	C.W.
	1/30/26	Odor Absorber	1.13	C.W.
		TOTAL	<u>\$2,391.39</u>	

Safe Slide Restoration

"Restoring confidence in your slide."®

DALE COOPER LLC
PO Box 102
Farmington, MO 63640 USA
+18558676274
accountsreceivable@safeslides.com
https://www.safeslides.com

INVOICE

BILL TO

Pine Ridge Plantation
Community Center
4200 Pine Ridge Pkwy
Middleburg, FL 32068

INVOICE # 61273D

DATE 02/09/2026

TERMS 30 days net

STATE

FL

ACTIVITY	QTY	RATE	AMOUNT
Services Deposit Customer Deposits	0.50	7,700.00	3,850.00

Thank you for your business and we look forward to working with you in the future.

BALANCE DUE

\$3,850.00

We accept ACH and check payments.

Checks can be mailed to:

PO Box 102 Farmington MO 63640

EFT information:

Bank Name: Bank of Missouri

ABA/Routing #: 081903867

Beneficiary Account #: 810054254

Beneficiary Name: Dale Cooper LLC dba Safe Slide Restoration

Beneficiary Address: PO Box 102, Farmington MO 63640

General Facility Maintenance

1.336.57266.46000

 2/11/26

RECEIVED
FEB 11 2026
BY: _____

Please make checks out to: Dale Cooper LLC
Remit payment to:
PO Box 102 Farmington, MO 63640



Jacksonville Carriage Co LLC Invoice

12558 Old Kings Rd
Jacksonville, FL 32219
(904) 766-3933
www.JaxCarriage.Com

Number: 20263040

Date: 2/16/2026

Bill To:

Maria Cranford
Pine Ridge Plantation Amenity Manager
Riverside Management Services, Inc.
(904) 572-8107 c
(904) 291-8878 w

Event Location:

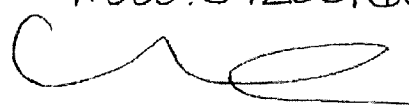
Pine Ridge Plantation
4200 Pine Ridge Parkway
Middleburg, FL, 32068

Customer Email	Terms	Sales Rep
prmgr@riversidemgtsvc.com		Bieni Boyce

Date	Service ID	Description	Quantity	Price	Amount
3/21/2026	Pony	Pony Carousel			
	Zoo	Petting Farm			
	Time	3:00pm - 6:00pm			
	Deposit	Please remit a Non-Refundable deposit to reserve us. Bad weather rescheduling must be done by 03/20/2026 or balance is due.		\$1,550.00	\$1,550.00
	Balance	Balance due on arrival.		\$1,550.00	\$1,550.00

Please review this invoice to ensure it accurately reflects our agreement.
Add 4% for payments by credit card.

Thank You for your business!
Bieni@JaxCarriage.Com

Special Events
1.330.57200,60100
 2/17/26

RECEIVED
FEB 17 2026
BY _____

Total \$3,100.00

WARNING

Under Florida law, an equine activity sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/05/26	00183	2/27/26	9701748	202602	320	53800	46000		BACKFLOW REPLACEMENT BRIGHTVIEW LANDSCAPE SERVICES, INC	*	930.91	930.91	003736
3/05/26	00183	2/27/26	9701752	202602	320	53800	46300		DIAGNOSE INOPERABLE VALVE BRIGHTVIEW LANDSCAPE SERVICES, INC	*	320.00	320.00	003737
3/05/26	00183	2/27/26	9701753	202602	320	53800	46300		DIAGNOSE INOPERABLE VALVE BRIGHTVIEW LANDSCAPE SERVICES, INC	*	320.00	320.00	003738
3/05/26	00183	2/27/26	9701754	202602	320	53800	46300		DIAGNOSE INOPERABLE VALVE BRIGHTVIEW LANDSCAPE SERVICES, INC	*	640.00	640.00	003739
3/05/26	00183	2/27/26	9701755	202602	320	53800	46300		RPLC IRRIGATION CLOCK BRIGHTVIEW LANDSCAPE SERVICES, INC	*	366.50	366.50	003740
3/05/26	00183	2/27/26	9701766	202602	320	53800	46000		RPLC INOPERABLE VALVE BRIGHTVIEW LANDSCAPE SERVICES, INC	*	848.00	848.00	003741
3/05/26	00183	3/01/26	9688553	202603	320	53800	46200		MAR LANDSCAPE MAINTENANCE BRIGHTVIEW LANDSCAPE SERVICES, INC	*	13,495.67	13,495.67	003742
3/05/26	00069	2/26/26	2026-312	202602	310	51300	48000		3/5 NTC OF MTG OSTEEN MEDIA GROUP - CLAY TODAY	*	45.15	45.15	003743
3/05/26	00185	2/26/26	3703038	202511	310	51300	31500		NOV GENERAL COUNSEL KUTAK ROCK LLP	*	814.00	814.00	003744
3/05/26	00054	3/01/26	13129563	202603	330	57200	46500		MAR POOL CHEMICALS POOLSURE	*	1,733.62	1,733.62	003745
3/05/26	00195	3/03/26	61273F	202603	330	57200	46100		FNL PMT WATERSLIDE REPAIR DALE COOPER	*	3,850.00	3,850.00	003746
3/05/26	00215	8/12/25	100048B	202603	330	57200	46100		STRAPS-BASKETWEAVE LOUNGE THE POOL AND PATIO SHOP LLC	*	1,155.00	1,155.00	003747

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/05/26	00076	3/01/26	351983B	202603	320	53800	46400		MAR LAKE MAINTENANCE	*	900.00		
									THE LAKE DOCTORS INC			900.00	003748
3/13/26	00003	3/01/26	282	202603	310	51300	34000		MAR MANAGEMENT FEES	*	4,800.75		
		3/01/26	282	202603	310	51300	49100		MAR WEBSITE ADMIN	*	111.33		
		3/01/26	282	202603	310	51300	35100		MAR INFO TECH	*	148.42		
		3/01/26	282	202603	310	51300	31300		MAR DISSEM AGENT SRVCS	*	486.92		
		3/01/26	282	202603	310	51300	51000		OFFICE SUPPLIES	*	.24		
		3/01/26	282	202603	310	51300	42000		POSTAGE	*	32.98		
		3/01/26	282	202603	310	51300	42500		COPIES	*	20.85		
		3/01/26	282	202603	310	51300	41000		TELEPHONE	*	18.34		
									GOVERNMENTAL MANAGEMENT SERVICES			5,619.83	003749
3/13/26	00073	3/01/26	596	202603	330	57200	46200		MAR JANITORIAL SERVICES	*	890.42		
		3/01/26	596	202603	330	57200	46400		MAR POOL MAINT SERVICES	*	1,512.50		
		3/01/26	596	202603	330	57200	34000		MAR CONTRACT ADMIN	*	2,399.83		
		3/01/26	596	202603	330	57200	34100		MAR FACILITY MANAGEMENT	*	6,313.33		
									RIVERSIDE MANAGEMENT SERVICES INC			11,116.08	003750
3/20/26	00213	3/12/26	3936	202603	330	57200	46100		COURTS & SPLASH PAD SIGNS	*	405.00		
									JASON P HARTLEY			405.00	003751
3/20/26	00073	3/12/26	597	202602	330	57200	46201		FEB JANITORIAL SUPPLIES	*	168.93		
		3/12/26	597	202602	330	57200	46000		FEB GEN FAC MAINT	*	5,317.17		
		3/12/26	597	202602	330	57200	46100		FEB AMENITY RPR & RPLC	*	1,100.00		
		3/12/26	597	202602	320	53800	46000		FEB GROUNDS RPR & MAINT	*	2,000.00		
									RIVERSIDE MANAGEMENT SERVICES INC			8,586.10	003752

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/20/26	00162	3/12/26 10634	202603 330-57200-46000	INTERSECTION CAMERA TYLEX ENTERPRISE LLC	*	199.00	199.00 003753
3/27/26	00003	3/25/26 598	202603 330-57200-60100	3/21 EASTER EVENT	*	3,403.63	
		3/25/26 598	202603 330-57200-60100	3/21 EASTER EVENT GOVERNMENTAL MANAGEMENT SERVICES	V	3,403.63-	.00 003754
3/27/26	00214	12/16/25 IV008745	202512 330-57200-46000	FIRE ALARM MONITOR ANNUAL PYE-BARKER FIRE & SAFETY LLC	*	1,100.00	1,100.00 003755
3/27/26	00073	3/25/26 598	202603 330-57200-60100	3/21 EASTER EVENT RIVERSIDE MANAGEMENT SERVICES INC	*	3,403.63	3,403.63 003756
TOTAL FOR BANK A						55,848.49	
TOTAL FOR REGISTER						55,848.49	



INVOICE

Sold To: 24488830
 Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

Customer #: 24488830
Invoice #: 9701748
Invoice Date: 2/27/2026
Sales Order: 8844789
Cust PO #:

Project Name: Pine Ridge CDD: 1" Backflow replacement corner of pine island/pine ridge pkwy
Project Description: Pine Ridge CDD: 1" Backflow replacement corner of pine island/pine ridge pkwy

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD Pine Ridge CDD: 1" Backflow replacement corner of pine islan	1.000	EA	930.91	930.91
<p><i>Grounds Repair & maintenance</i> <i>1.320.53800.46000</i> <i>3/3/26</i></p>					
<p>RECEIVED MAR 03 2026 BY: _____</p>					<p>Total Invoice Amount 930.91 Taxable Amount Tax Amount Balance Due 930.91</p>

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
 Invoice #: 9701748
 Invoice Date: 2/27/2026

Amount Due: \$ 930.91

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

BrightView Landscape Services, Inc.
 P.O. Box 740655
 Atlanta, GA 30374-0655

BrightView

Landscape Services

INVOICE

Sold To: 24488830
Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 9701752
Invoice Date: 2/27/2026
Sales Order: 8846978
Cust PO #:

Project Name: Pine Ridge - Proposal to locate and diagnose inoperable irrigation valve
Project Description: Located on Zone 10 at the Pool Clock - Valve not operating

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD				
	Tech labor to locate and diagnose inoperable valve	2.000	HR	85.00	170.00
	Solenoid	1.000	EA	150.00	150.00
<i>IRRIGATION REPAIRS</i> <i>1.320.53800.46300</i> <i>3/3/26</i>					
RECEIVED MAR 03 2026 BY: _____					
Total Invoice Amount					320.00
Taxable Amount					
Tax Amount					
Balance Due					320.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
Invoice #: 9701752
Invoice Date: 2/27/2026

Amount Due: \$ 320.00

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655



INVOICE


Sold To: 24488830
 Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

Customer #: 24488830
Invoice #: 9701753
Invoice Date: 2/27/2026
Sales Order: 8846980
Cust PO #:

Project Name: Pine Ridge Proposal to locate and diagnose inoperable irrigation valve
Project Description: Located on Zone 9 on the controller near Pine Island Ct - Valve not operating

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD				
	Tech labor to locate and diagnose inoperable valve	2.000	HR	85.00	170.00
	Solenoid	1.000	EA	150.00	150.00
Total Invoice Amount Taxable Amount Tax Amount Balance Due					320.00 320.00

RECEIVED
 MAR 03 2026
 BY: _____

Irrigation Repairs
 1.320.53800.46300
 3/3/26

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292 0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
 Invoice #: 9701753
 Invoice Date: 2/27/2026

Amount Due: \$ 320.00

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

BrightView Landscape Services, Inc.
 P.O. Box 740655
 Atlanta, GA 30374-0655

BrightView

Landscape Services

INVOICE

Sold To: 24488830
Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

Customer #: 24488830
Invoice #: 9701754
Invoice Date: 2/27/2026
Sales Order: 8846984
Cust PO #:

Project Name: Pine Ridge - Proposal to locate and diagnose inoperable irrigation valves

Project Description: Located on Zone 4 and 10 on the lake controller near Buggy Whip - Valves not operating

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD				
	Tech labor to locate and diagnose inoperable valve	4.000	HR	85.00	340.00
	Solenoid	2.000	EA	150.00	300.00
<p>IRRIGATION REPAIRS 1.320.53800.46300 3/3/26</p> <p>RECEIVED MAR 03 2026 BY: _____</p>					
Total Invoice Amount					640.00
Taxable Amount					
Tax Amount					
Balance Due					640.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
Invoice #: 9701754
Invoice Date: 2/27/2026

Amount Due: \$ 640.00

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

Pine Ridge Plantation CDD
475 W Town Place Ste 114
St Augustine FL 32092

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

BrightView


Landscape Services

INVOICE

Sold To: 24488830
 Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

Customer #: 24488830
Invoice #: 9701755
Invoice Date: 2/27/2026
Sales Order: 8846992
Cust PO #:

Project Name: Pine Ridge - Proposal to replace irrigation clock that keeps losing power
Project Description: Road Clock #2

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD				
	Hunter X-Core 8	1.000	EA	196.50	196.50
	Tech labor to install new irrigation clock	2.000	HR	85.00	170.00
<p><i>Irrigation Repairs</i> <i>1.320.53800.46360</i>  <i>3/3/26</i></p>					
<p>RECEIVED MAR 03 2026 BY: _____</p>					
Total Invoice Amount					366.50
Taxable Amount					
Tax Amount					
Balance Due					366.50

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292 0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
 Invoice #: 9701755
 Invoice Date: 2/27/2026

Amount Due: \$ 366.50

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

BrightView Landscape Services, Inc.
 P.O. Box 740655
 Atlanta, GA 30374 0655




INVOICE

Sold To: 24488830
 Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

Customer #: 24488830
Invoice #: 9701766
Invoice Date: 2/27/2026
Sales Order: 8853862
Cust PO #:

Project Name: Two Creeks - Proposal to replace inoperable 2" irrigation valve
Project Description: Valve located on Tynes Blvd & Trailridge (southwest corner) has failed

Job Number	Description	Qty	UM	Unit Price	Amount
346100576	Pine Ridge CDD Rainbird PEB 2" Valve - Installed	1.000	EA	848.00	848.00
<p><i>Grounds Repair & Maintenance</i> <i>1.320.53800.46000</i>  <i>3/3/26</i></p>					
<p>RECEIVED MAR 03 2026 BY: _____</p>				<p>Total Invoice Amount 848.00 Taxable Amount Tax Amount Balance Due 848.00</p>	

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904 292-0716

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 24488830
 Invoice #: 9701766
 Invoice Date: 2/27/2026

Amount Due: \$ 848.00

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092


BrightView Landscape Services, Inc.
 P.O. Box 740655
 Atlanta, GA 30374-0655



INVOICE

Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

Customer #: 24488830
 Invoice #: 9688553
 Invoice Date: 3/1/2026
 Cust PO #:

Job Number	Description	Amount
346100576	Pine Ridge CDD Exterior Maintenance For March	13,495.67
<p>Landscape maintenance 1.320.58806.46200  2/27/26</p> <p>RECEIVED FEB 27 2026 BY: _____</p>		
Total invoice amount		13,495.67
Tax amount		
Balance due		13,495.67

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 904-292-0716

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 24488830
 Invoice #: 9688553
 Invoice Date: 3/1/2026

Amount Due:	\$13,495.67
--------------------	--------------------

Thank you for allowing us to serve you

Please reference the invoice # on your check
and make payable to:

BrightView Landscape Services, Inc.
 P.O. Box 740655
 Atlanta, GA 30374-0655

Pine Ridge Plantation CDD
 475 W Town Place Ste 114
 St Augustine FL 32092

CLAY TODAY

A Division of Osteen Media Group

INVOICE

Invoice Number: 2026-312847
Invoice Date: 2/26/2026
Due Date: 3/25/2026

Clay Today
3513 US Hwy 17
Fleming Island, FL 32003
904-264-3200

BILL TO
Accounts Payable
Pine Ridge Plantation C.D.D.
475 W TOWN PL
#114
SAINT AUGUSTINE, FL 32092

Advertiser
Pine Ridge Plantation C.D.D.

Customer ID
19912

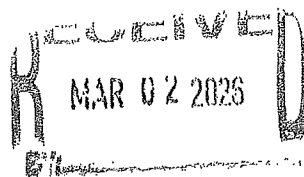
Invoice Notes	PO #	Pub,	Issue	Year	Ad Title	Ad Size	Color	Ad Inch	Net
Legal # 190326	Notice of Meeting March 5, 2026	CT - Clay Today	Feb 26	2026		Column Inch	Black & White	4.3000	\$45.15
Total:									\$45.15

Please mail payments to:
Osteen Media Group
3513 US Hwy 17
Fleming Island Florida 32003

Please call the office at 904-264-3200 if you would like to pay by credit card.

Affidavit attached to this invoice.

Please pay from this invoice. Email for inquiries or questions - legal@claytodayonline.com. Thank you for your business.



CLAY TODAY

PUBLISHER AFFIDAVIT

PUBLISHER AFFIDAVIT
CLAY TODAY
Published Weekly
Fleming Island, Florida

STATE OF FLORIDA
COUNTY OF CLAY:

Before the undersigned authority personally appeared Hugh Osteen, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Fleming Island in Clay County, Florida; that the attached copy of advertisement

Being a Notice of Meeting

In the matter of March 5, 2026

LEGAL: 190326

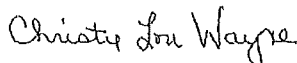
Was published in said newspaper in the issues:

2/26/2026

Affiant Further says that said "Clay Today" is a newspaper published at Fleming Island, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, Weekly; and has been entered as Periodical material matter at the post Office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 02/26/2026



NOTARY PUBLIC, STATE OF FLORIDA

3513 US HWY 17 Fleming Island FL 32003
Telephone (904) 264-3200
FAX (904) 264-3285
E-Mail: legal@claytodayonline.com
Christie Wayne christie@osteenmediagroup.com

Notice of Meeting Pine Ridge Plantation Community Development District

A meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held on Thursday, March 5, 2026, at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Marlee Giles
District Manager
Legal 190326 Published 2/26/2026 in Clay County's Clay Today newspaper

KUTAK ROCK LLP

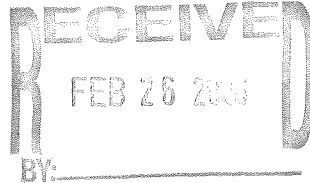
TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 26, 2026



Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Reference: Invoice No. 3703038
Client Matter No. 16423-1
Notification Email: eftgroup@kutakrock.com

Jim Oliver
Pine Ridge CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3703038
16423-1

Re: Pine Ridge CDD - General Counsel

For Professional Legal Services Rendered

11/04/25	W. Haber	0.20	52.00	Review agenda and correspondence regarding same
11/07/25	K. Haber	0.20	54.00	Correspond with Giles and Soriano regarding amendment to landscape agreement
11/17/25	A. Cox	0.80	100.00	Prepare amendment to landscape and irrigation agreement and amendment to pond maintenance agreement and confer with Haber regarding same
11/18/25	M. Rigoni	0.70	133.00	Prepare for and attend board meeting
11/20/25	A. Cox	1.30	162.50	Review proposals and prepare agreement for landscape enhancements and pond maintenance, confer with Haber regarding same
11/21/25	A. Cox	0.40	50.00	Confer with Haber and disseminate agreement for pond maintenance and landscape enhancements and confer with Sweeting and Pelkey regarding same

KUTAK ROCK LLP

Pine Ridge CDD

February 26, 2026

Client Matter No. 16423-1

Invoice No. 3703038

Page 2

11/21/25	W. Haber	0.50	130.00	Review and revise agreements with BrightView and Lake Doctors
12/14/25	G. Lovett	0.50	132.50	Monitor legislative process relating to matters impacting special districts

TOTAL HOURS 4.60

TOTAL FOR SERVICES RENDERED \$814.00

TOTAL CURRENT AMOUNT DUE \$814.00



Invoice

Date Invoice#

3/1/2026
131295634173

1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Terms	Net 20
Due Date	3/21/2026
PO #	

Bill To
GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092

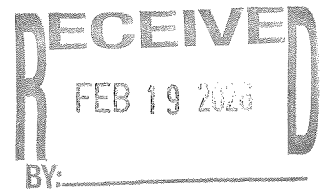
Ship To
GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068


LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	\$1,674.57
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	\$10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	\$49.05

Subtotal \$1,733.62
Tax \$0.00
Total \$1,733.62
Amount Paid/Credit Applied \$0.00
Balance Due \$1,733.62

[Click Here to Pay Now](#)



Pool Chemicals
 1.330.57200.46500
 2/19/26



131295634173

Safe Slide Restoration

"Restoring confidence in your slide." ®

DALE COOPER LLC
PO Box 102
Farmington, MO 63640 USA
+18558676274
accountsreceivable@safeslides.com
https://www.safeslides.com

INVOICE

BILL TO

Pine Ridge Plantation
Community Center
4200 Pine Ridge Pkwy
Middleburg, FL 32068

INVOICE # 61273F

DATE 03/03/2026

TERMS 30 days net

STATE

FL

ACTIVITY	QTY	RATE	AMOUNT
Services: 4110 - Water slide Repair/Restoration Safeslide Water slide Repair & Restoration	1	7,700.00	7,700.00
Services: Deposit Customer Deposits	0.50	-7,700.00	-3,850.00

Thank you for your business and we look forward to working with you in the future.

BALANCE DUE

\$3,850.00

We accept ACH and check payments.

Checks can be mailed to:

PO Box 102 Farmington MO 63640

EFT information:

Bank Name: Bank of Missouri

ABA/Routing #: 081903867

Beneficiary Account #: 810054254

Beneficiary Name: Dale Cooper LLC dba Safe Slide Restoration

Beneficiary Address: PO Box 102, Farmington MO 63640

Amenity Repairs & Replacements
1.330, 57200.46100
[Signature] *3/3/26*

RECEIVED
MAR 03 2026
BY: _____

Please make checks out to: Dale Cooper LLC
Remit payment to:
PO Box 102 Farmington, MO 63640

THE POOLand Patio Shop
 1408 Griffet Rd
 Jacksonville, FL 32211

Invoice

Number 100048

Date 8/12/2025

Bill To

Maria
 Pine Ridge Plantation
 4200 Pineridge Parkway
 Middleburg, FL, 32068
 pmgr@riversidemgtsvc.com

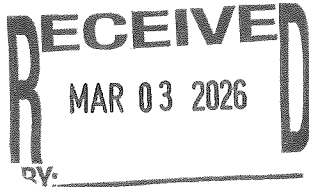
Ship To

PO Number	Terms	Project
904-291-8878		Tag D

Date	Description	Hours	Rate	Amount
	Replace straps on basketweave lounge	8.00	\$110.00	\$880.00
	replace leg on bar stool	1.00	\$50.00	\$50.00
	weld arm on chair	1.00	\$25.00	\$25.00
	all strapping will be done in a single wrap configuration using new virgin vinyl strap and high strength multi gauge pins		\$0.00	\$0.00
	sales tax	1.00	\$0.00	\$0.00
	Pickup\Delivery		\$200.00	\$200.00

Amount Paid \$0.00
 Amount Due \$1,155.00

Discount \$0.00
 Shipping Cost \$0.00
 Sub Total \$1,155.00
 Total \$1,155.00



0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$0.00	\$0.00	\$0.00	\$1,155.00	\$1,155.00

Bern had to stop payment on check #3713 (processed & mailed out on 01/13/26) and voided it because vendor didn't receive it. But now again, same exact situation with check #3730 (02/11/26 processed & mailed out). I need to reissue another check. This new check will be hand delivered. 03/03/26 TP

Amenity Repairs & Replacements
 1.330.57200.46100
 1/8/26

MAKE CHECK PAYABLE TO:



Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD

CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

Please check if address below is incorrect and will be change on re-bill only

Pine Ridge Plantation CDD - Governmental
Management Services
475 West Town Pl
SUITE 114
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
719342	3/1/2026	\$900.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

000000007540600100000003519830000009000013

Please return this invoice with your payment and
notify us of any changes to your contact information.

Pine Ridge Plantation CDD - Govern 4200 Pine Ridge Pkwy Middleburg, FL 32068

Invoice Due Date 3/11/2026

Invoice 351983B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
3/1/2026	Water Management - Monthly		\$900.00	\$0.00	\$900.00

Please remit payment for this month's invoice.

Lake Maintenance
1.320.53800.46400

3/3/26

RECEIVED
MAR 03 2026
BY: _____

Please provide remittance information when submitting payments,
otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$900.00

This Invoice Total:

\$900.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 719342

Portal Registration #: 26CE8D2B

Customer E-mail(s): prmgr@riversidemgtsvc.com

Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address

4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 282

Invoice Date: 3/1/26

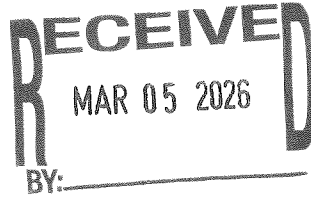
Due Date: 3/1/26

Case:

P.O. Number:

Bill To:

Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - March 2026		4,800.75	4,800.75
Website Administration - March 2026		111.33	111.33
Information Technology - March 2026		148.42	148.42
Dissemination Agent Services - March 2026		486.92	486.92
Office Supplies		0.24	0.24
Postage		32.98	32.98
Copies		20.85	20.85
Telephone		18.34	18.34
Total			\$5,619.83
Payments/Credits			\$0.00
Balance Due			\$5,619.83

Riverside Management Services, Inc
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 596
 Invoice Date: 3/1/2026
 Due Date: 3/1/2026
 Case:
 P.O. Number:

Bill To:
 Pine Ridge Plantation
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.330.57200.46200- Janitorial Services - March 2026		890.42	890.42
1.330.57200.46400- Pool Maintenance Services - March 2026		1,512.50	1,512.50
1.330.57200.34000- Contract Administration - March 2026		2,399.83	2,399.83
1.330.57200.34100-Facility Management - Pine Ridge Plantation - March 2026		6,313.33	6,313.33

RECEIVED
 MAR 05 2026
 BY: _____

Alison Moring
 3-5-26

Total	\$11,116.08
Payments/Credits	\$0.00
Balance Due	\$11,116.08

INVOICE

A-Pro Signs & Promo
1232 Suite 2 Blanding Blvd.
Orange Park, FL 32065

Jason@aprosigns.com
+1 (904) 400-0882
www.aprosigns.com



Bill to
Maria Cranford
Pine Ridge Plantation CDD

Invoice details

Sales Rep: Jason

Invoice no.: 3936
Terms: Payment Appreciated!
Invoice date: 03/12/2026
Due date: 03/12/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Sign	2 - Splash park sign (aluminum) - 24" x 36"	2	\$85.00	\$170.00
2.		Sign	2 - The Fields (aluminum) - 24" x 36"	2	\$85.00	\$170.00
3.		Set Up	1 Time Design/ Set Up and Type Set Fee (2 Different Designs)	1	\$65.00	\$65.00


Total **\$405.00**

Ways to pay



[View and pay](#)

RECEIVED
MAR 12 2026
BY: _____

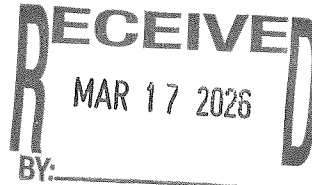
Amenity Repairs & Replacements
1.330.57200.46106
 3/12/26

Riverside Management Services, Inc
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 597
 Invoice Date: 3/12/2026
 Due Date: 3/12/2026
 Case:
 P.O. Number:

Bill To:
 Pine Ridge Plantation
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2026	120.6	45.00	5,427.00
Maintenance Supplies		1,569.80	1,569.80
October - January Hourly Rate True Up		1,589.30	1,589.30
<p>• Janitorial Supplies - \$168.93 1.330.57200.46201</p> <p>• General Facility maintenance - \$5,317.17 1.330.57200.46000</p> <p>• Amenity Repairs & Replacements - \$1,100.00 1.330.57200.46100</p> <p>• Grounds Repair & maintenance \$2,000.00 1.520.53800.46000</p> <p><i>[Signature]</i> 3/13/26</p>			

Alison Moring
 3-17-26

Total	\$8,586.10
Payments/Credits	\$0.00
Balance Due	\$8,586.10

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/2/26	0.5	R.A.	Removed water fountain covers and shut off water flow
2/2/26	3.05	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/4/26	1.5	R.A.	Turned on water supply to diagnose fountain leak, valve split at junction, completely removed valve to source part number
2/4/26	3.12	C.W.	Rehung windscreens in ball courts, removed broken water fountain lines, straightened and organized all pool deck and patio furniture, blew leaves and debris off pool deck and walkways, removed debris from parking lot and bushes, cleaned dumpster area
2/4/26	3.03	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
2/9/26	3	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/10/26	3	R.A.	Removed basin shroud and top from water fountain and installed new water valve, ran new pressure regulator and line included with repair kit, reinstalled top and shroud on first fountain and repeated repair steps for second fountain
2/10/26	5.1	C.W.	Removed wood trim to disassemble leaking water fountain, disassembled two fountains replaced solenoid, reassembled fountains, replaced wood trim, tightened bathroom signs, tightened all loose cabinet knobs, installed bolts on playground stairs, tightened all loose handles and wood on playground, straightened and organized all pool deck and patio furniture
2/11/26	4	R.A.	Mill pressure treated lumber to correct dimensions, routed all edges with round over bit, drilled and removed broken lag bolts from playground structure, made new recessed holes with paddle bit and used through bolts with washers to secure new steps to structure, three rotten playground steps replaced, picked up supplies
2/11/26	4.22	C.W.	Collected supplies for broken playground ladder, rounded all three wood pieces, predrilled holes in wood for bolts, tightened wood down to ladder brackets, removed broken handle bolts, tightened with new bolts
2/11/26	3	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
2/16/26	2	R.A.	Replaced some of the broken zip ties for windscreens on basketball court, diagnosed malfunctioning parking lot light time clock controller, picked up supplies
2/16/26	3.92	C.W.	Rehung windscreens, adjusted and worked on timer for lights, fixed gate spring on ball court
2/16/26	3.02	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/17/26	2.5	R.A.	Replaced time clock controller for parking lot lights and tested functionality, gathered painting tools in prep for painting
2/17/26	6.48	C.W.	Painted wood ladder on playground, touch up paint on whole playground and benches, rehung windscreens, removed fallen tree from sidewalk, replaced timer for street playground lights, straightened and organized all furniture, removed debris from parking lot, bushes and courts
2/18/26	5.5	R.A.	Started painting interior of amenity clubhouse, picked up supplies
2/18/26	6.9	C.W.	Worked on painting the amenity center, straightened and organized all pool deck and patio furniture, removed debris from parking lot, pool deck and bushes
2/18/26	3	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
2/20/26	2	R.A.	Painting the clubhouse
2/20/26	5.02	C.W.	Worked on painting amenity center
2/23/26	2	R.A.	Worked on painting amenity
2/23/26	3	J.M.	Removed debris from amenity center, pool, common areas, playground and roadways, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
2/24/26	7.2	R.A.	Painted clubhouse, picked up supplies
2/24/26	8.1	C.W.	Painted amenity center, caulked tile to wall, rehung windscreen in ball courts, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck and walkways, removed debris from parking lot and pool deck

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/25/26	7	R.A.	Continued painting the clubhouse
2/25/26	8.23	C.W.	Removed outlet covers, alarm panels and fire covers, taped baseboards and counter tops, painted amenity center walls and trim, straightened and organize pool deck and patio furniture, blew leaves and debris off pool deck and walkways
2/25/26	3.08	J.M.	Checked and changed all trash receptacles, emptied and restocked all dog waste receptacles, removed debris from amenity center, pool, common areas, playground and roadways
2/27/26	2.6	R.A.	Worked on painting clubhouse
2/27/26	5.53	C.W.	Painted amenity center, replaced outlet covers and fire alarm panel, straightened and organized all pool deck and patio furniture

TOTAL 120.6

MILES 0

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445


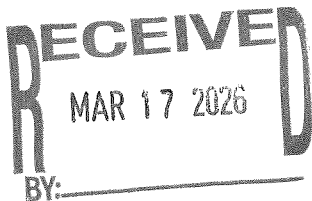
WEBWATCHDOGS

SURVEILLANCE CAMERA SYSTEMS

Invoice

1 Hargrove Grade Suite 1A
 Palm Coast, FL 32137
 (386) 957-9339
 (866) 896-9055 Fax
 www.WebWatchdogs.net
 info@WebWatchdogs.net
 Florida Contractor License #ES12000771

Date	Invoice #
3/12/2026	10634
Pineridge Plantation 4200 Pineridge Pkwy Middleburg, FL 32068	

Description	Qty	Rate	Amount
On Site Service Call- TroubleShoot & Resolve Issue With Power In Closet For Intersection Camera (\$199/hr) <i>General Facility Maintenance</i> <i>1.330, 57200, 46000</i>  <i>3/17/26</i> 	1	199.00	199.00

<p>1 Year Extended Warranty on Camera Parts, Labor and Equipment All products are warranted for 1 year from date of purchase. If a product is defective we will repair or replace it. The following situations void the product warranty: Adding 3rd party software to a DVR without prior approval from our technical support department. Damage caused by nature such as flooding, winds, lightning and other similar events. Damage caused by vandalism. Network related issues involving your internet service provider (i.e. new modem, change of internet provider, etc.) Warranty Service Calls will be addressed within a 1-5 day time frame. After 1 year (outside of the warranty, if not extended), we will continue to support the product at the standard repair labor rate (currently \$199 per hour-minimum 2 hours) plus parts, if applicable, or phone technical support for \$65.00/hour. Out of warranty repairs are guaranteed for 30 days. Phone support is non-refundable.</p>	Due Date	Terms
	3/12/2026	Due on receipt
	Subtotal	\$199.00
	Sales Tax (0.0%)	\$0.00
	Total	\$199.00
	Payments/Credits	\$0.00
Balance Due	\$199.00	

CUSTOMER understands and agrees that balance of the agreement is due upon completion. If the balance is not paid within 21 days subsequent to completion of the work. CUSTOMER agrees additionally to pay interest on the unpaid amount equal to 18% simple until WebWatchDogs is paid in full. CUSTOMER agrees to pay an additional \$50.00 for any payment that is returned as either refused or for insufficient funds or similar reason.

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 598
Invoice Date: 3/25/2026
Due Date: 3/25/2026
Case:
P.O. Number:

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Easter Event - 3/21/26 330-57200-60100		3,403.63	3,403.63

Total \$3,403.63

Payments/Credits \$0.00

Balance Due \$3,403.63

RECEIVED
MAR 25 2026
BY: _____

3/25/26
OTW

Pine Ridge Plantation

GL#330-57200-60100

Easter Event

3/21/26

	Actual
Total Expenses	\$6,503.63
District Checks	\$3,100.00
TOTAL EXPENSES DUE	\$3,403.63

	Actual
Site	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

	Actual
Entertainment/Arts & Crafts	
Plastic Easter eggs & candy	\$3,176.28
Bunny ear headbands, wire, stuffed animals	
glow bunny ear headbands, art pads,	
sticker books, bunny jump ropes, paddle balls	
Totals	\$3,176.28

	Actual
Food/Beverages/Supplies	
Easter snack cakes, cookies, chips	\$227.35
table cloths/protective covers	
Totals	\$227.35

	AMOUNT
DISTRICT CHECK	
Payable To:	
Jax Carriage Co LLC	\$3,100.00
Totals	\$3,100.00

01/21/26



INVOICE

Pye Barker Fire & Safety
 8475 Western Way Ste 110
 Jacksonville, FL 32256
www.pyebarkerfs.com
 904-634-7100
 1046PZ@pyebarkerfs.com


Customer PO:	Order No:	Invoice No:	Due Date:
	ST00821262	IV00874528	01/15/2026
Invoice Date:	Terms:	Invoice Total:	Amount Due:
12/16/2025	Net 30	1,100.00	1,100.00

License: Jacksonville: FED22-000076 / FED20-000005 / EF00001197 - Tampa: FPI18-000123 12259 W. Hillsborough Ave. Unit 101, Tampa, FL 33635

BILL TO:
 46192 - Pine Ridge Plantation CDD
 4200 Pine Ridge Pkwy
 Middleburg, FL 32068

WORKSITE:
 46192 - Pine Ridge Plantation CDD
 4200 Pine Ridge Pkwy
 Middleburg, FL 32068

Authorized By:	Job Number:	Service Location:	Bill To ID:	Worksite ID:	Technician:
Maria Or Mandy	CON0000037915	Jacksonville, FL	46192	46192	Jason Schull

Item	Description	Qty	Unit Price	Total	Tax
DPC	Dispatch And Compliance	1	105.00	105.00	0.00
INSPQLQCA	Annual E-Light Quick Check Insp	40	7.00	280.00	0.00
INSPFAA	Annual Fire Alarm Insp	1	375.00	375.00	0.00
IA	Annual Fire Ext Insp	3	10.00	30.00	0.00
INSPDRYA	Annual Sprinkler Dry Insp	1	225.00	225.00	0.00
SYABC10	10Lb ABC Six Year	1	85.00	85.00	0.00
Work Notes: Annual Sprinkler, Fire Alarm, Fire Extinguisher, & E-Light Inspection Reports Verified - Jason S.  Save time and stamps by going paperless. View, print, and pay your invoices online at https://customer.pyebarkerfire.com/					


Unless otherwise set forth in a signed agreement between the parties, you agree that the services subject to this invoice are governed by the Pye-Barker General Terms and Conditions located at <https://pyebarkerfs.com/generalterms>, which shall be incorporated herein by reference.

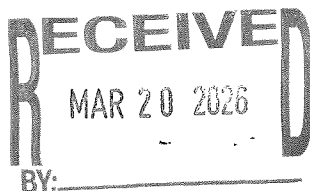
Remit To Address:
 Pye-Barker Fire & Safety, LLC
 PO BOX 735358
 Dallas, TX 75373-5358

PAY NOW:

Use the token below to create your account
 70J/Q0cZpZY=
<https://customer.pyebarkerfire.com>

Reference: PBFS-PZ

General Facility maintenance
 1,330.57260. 46000
 12/18/25



Subtotal	1,100.00
Tax	0.00
Freight	0.00
Total	1,100.00

Was processed and mailed out on 12/23/25 with check #3703.
 But, the vendor never recieved the check. Now, being reissued.
 TP 03/20/26

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 598
Invoice Date: 3/25/2026
Due Date: 3/25/2026
Case:
P.O. Number:

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Easter Event - 3/21/26 330-57200-60100		3,403.63	3,403.63
Total			\$3,403.63
Payments/Credits			\$0.00
Balance Due			\$3,403.63

RECEIVED
MAR 25 2026
BY: _____

3/25/26
DAN

Pine Ridge Plantation

GL#330-57200-60100

Easter Event

3/21/26

	Actual
Total Expenses	\$6,503.63
District Checks	\$3,100.00
TOTAL EXPENSES DUE	\$3,403.63

	Actual
Entertainment/Arts & Crafts	
Plastic Easter eggs & candy	\$3,176.28
Bunny ear headbands, wire, stuffed animals	
glow bunny ear headbands, art pads,	
sticker books, bunny jump ropes, paddle balls	
Totals	\$3,176.28

	Actual
Site	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

	AMOUNT
DISTRICT CHECK	
Payable To:	_____ YES _____ NO
Jax Carriage Co LLC	\$3,100.00
Totals	\$3,100.00

	Actual
Food/Beverages/Supplies	
Easter snack cakes, cookies, chips	\$227.35
table cloths/protective covers	
Totals	\$227.35

3/25/26
CP