

**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.

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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

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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.

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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.

<p>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.</p>

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.

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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 County Publics 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.

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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.

Signed by:
Marilee Giles
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Secretary / Assistant Secretary

Signed by:
Matthew Biagetti
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Chairman / Vice Chairman