

**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, **May 7, 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
Karen Fisher	Brightview
Mike Williams <i>by phone</i>	DCCM

**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.

May 7, 2026

Pine Ridge Plantation CDD

**THIRD ORDER OF BUSINESS**

**Consideration of Acceptance of Audit Committee’s Recommendation; Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services**

Ms. Giles presented the approval of audit criteria and authorization for staff to publish an RFP for auditing services. She reported that the Audit Committee had reviewed and approved the proposed audit evaluation criteria and recommended authorization for staff to proceed with issuance of the RFP. Following brief discussion and without further comment, the Board accepted the Audit Committee’s recommendation and authorized staff to publish the audit services RFP.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Acceptance of the Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services, was approved 5-0.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposals**

**A. DCCM for the Pond Bank Inspection**

Ms. Giles presented a proposal from DCCM for completion of the District’s required pond bank inspection, a permitting requirement conducted on a recurring basis. Discussion focused on the scope of the inspection, the estimated cost of approximately \$6,000, and the number of ponds to be included in the evaluation. Board members and staff noted that certain ponds may have ownership or jurisdictional questions requiring further review and coordination with the District Engineer. Additional discussion addressed the purpose of the inspection, including evaluation of pond conditions, drainage structures, erosion concerns, slopes, and regulatory compliance issues. Staff explained that the inspection report would identify maintenance items, potential concerns, and any conditions requiring corrective action while helping ensure compliance with permit requirements.

The Board agreed that staff and the District Engineer should work together to confirm the number of ponds included in the inspection before finalizing the proposal.

A motion was made and seconded to approve the DCCM pond bank inspection proposal in substantial form and authorized staff to work with the District Engineer to confirm the number of ponds covered under the inspection scope.

May 7, 2026

Pine Ridge Plantation CDD

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Proposal from DCCM for the Pond Bank Inspection in the Amount of \$6,000, was approved 5-0.

**B. Riverside Management Services for Fiscal Year 2027**

Ms. Giles presented the Riverside Management Services’ proposal for Fiscal Year 2027 management services. Mr. Soriano explained that the proposal is part of the District’s annual budgeting process, during which vendors provide anticipated service costs, including staffing and administrative support, where consistent with budget assumptions previously incorporated into the District’s draft budget and generally reflected anticipated annual increases. He noted that similar proposals are received each year to assist with budget planning and financial forecasting.

During discussion, a Board member Mr. Biagetti disclosed an employment relationship with Riverside Management Services and abstained from voting on the item. No additional comments or questions were raised regarding the proposal.

A motion was made and seconded to approve Riverside Management Services Fiscal Year 2027 services proposal.

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with Mr. Lewis, Mr. Nazario, Mr. Ritchie, and Mr. Montoya in favor and Mr. Biagetti abstaining from the vote due to conflict, Riverside Management Services for Fiscal Year 2027, was approved 4-0.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-03, Approving the Proposed Budget for Fiscal Year 2027 Setting a Public Hearing Date for Adoption**

Ms. Giles presented Resolution 2026-03, approving the proposed budget for Fiscal Year 2027 and establishing a public hearing date for final budget adoption. She explained that the proposed budget had already been incorporated into the District’s financial planning process and provided an overview of the General Fund, Debt Service Fund, and Capital Reserve Fund. Assessments generally remained consistent with the prior fiscal year, with adjustments limited to specific operational and utility-related line items.

May 7, 2026

Pine Ridge Plantation CDD

Board members reviewed several budget categories in detail, including management services, assessment administration, landscaping, grounds maintenance, utilities, irrigation and water expenses, and reserve funding. Staff explained increases in certain utility and irrigation costs, noting that some expenses reflected actual usage patterns and infrastructure issues rather than discretionary spending. Questions were also raised regarding the assessment administration fee used to coordinate placement of District assessment on annual property tax bills, and staff confirmed that the service remained included in the budget.

The Board discussed the District's overall financial condition and reserve position. Ms. Giles reported that the District maintains a strong financial position with a fully funded capital reserve program and sufficient reserves to address future repair and replacement needs. Board members acknowledged the District's healthy reserves while emphasizing the importance of continuing to monitor irrigation and reclaimed-water issues before pursuing significant new enhancement projects.

Additional discussion focused on landscaping services and resident concerns regarding areas affected by county road and utility work. Staff noted that certain turf and irrigation problems were related to construction impacts rather than deficiencies in routine landscaping maintenance. Board members generally expressed satisfaction with current landscape services and agreed that future beautification or enhancement projects could be revisited once irrigation issues are resolved.

The Board also discussed previously approved enhancement concepts, including additional landscaping, trees, hedge plantings, and parking lot improvements. Staff indicated that some projects had already been approved but had not yet been scheduled and would be revisited as operational priorities allow.

A motion was made and seconded to adopt Resolution 2026-03, approving the proposed Fiscal Year 2027 budget and setting a public hearing date for budget adoption July 9, 2026.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, Resolution 2026-03, Approving the Proposed Budget for Fiscal Year 2027 Setting a Public Hearing Date for Adoption July 9, 2026, was approved 5-0.
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May 7, 2026

Pine Ridge Plantation CDD

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-04,  
Setting a Public Hearing Date to Adopt the  
Revised Rules of Procedure**

Ms. Giles presented Resolution 2026-04, setting a public hearing date for consideration of amended and restated Rules and Procedures for the District. Mr. Haber explained that the District’s existing Rules and Procedures have been in place for many years and are periodically updated to reflect changes in Florida law and legislative requirements. He noted that the proposed revisions are based on a standardized document used by Community Development Districts throughout the state and are updated very few years as statutes change.

Mr. Haber advised that the proposed amendments would not substantially alter the day-to-day operations of the District. Instead, the revisions primarily address procedural and notice requirements in situations such as changes to rates, fees, and charges; amendments to District rules; and procedures related to the suspension of amenity privileges. Additional minor administrative and statutory updates were also included. The Board was advised that the purpose of Resolution 2026-04 was not to adopt the revised rules, but rather to establish a public hearing at which the amended and restated Rules of Procedure would be formally considered and potentially adopted following public comment.

Following the presentation, Board members had no substantive questions regarding the proposed revisions. A motion was made and seconded to adopt Resolution 2026-04, setting a public hearing date for consideration of the amended and restated Rules of Procedure.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie, with all in favor, Resolution 2026-04, Setting a Public Hearing Date for July 9, 2026, for Consideration of the Amended and Restated Rules of Procedure, was approved 5-0.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated he had no other updates for the Board.

May 7, 2026

Pine Ridge Plantation CDD

## **B. District Manager**

### **1. Report on the Number of Registered Voters (1,385)**

Ms. Giles reported that Clay County election records indicated there were 1,385 registered voters within the District as of April 15, 2026, information required for annual District reporting purposes.

### **2. Annual Form 1 Filing & Annual Ethics Training**

Ms. Giles reminded the Board of upcoming Florida Commission on Ethics filing requirements and the deadline for completing the required financial disclosure forms. She explained that the filing process could be completed online and offered assistance, links, and reminders to Board members as the deadline approached.

### **3. 2026 General Elections**

Ms. Giles advised the Board of the upcoming District election cycle. She noted that the candidate qualifying period would run from June 8 through June 12 and encouraged interested candidates to review qualification requirements and necessary documentation in advance. It was noted that two Board seats would be up for election.

Additionally, Ms. Giles reminded the Board that District meetings are public meetings subject to Florida's open government laws. She noted that members of the public may attend and record meetings and encouraged Board members to remain mindful of these requirements.

## **C. Engineer**

Mr. Williams stated he had no updates for the Board.

## **D. Amenity & Operations Manager**

### **1. Report**

Ms. Cranford provided updates regarding amenity maintenance, facility operations, and ongoing equipment repairs.

Ms. Cranford reported that damaged and missing lettering on District signage had been replaced using a cost-effective solution involving a 3D-printed replacement component. The repair restored the appearance of the sign while minimizing replacement costs.

The Board received an update on the pool's ultraviolet water treatment system. Staff reported that replacement UV bulbs, sleeves, and related components for the splash pad system

May 7, 2026

Pine Ridge Plantation CDD

had been ordered and were awaiting delivery. While the system could currently be operated manually, maintenance personnel had determined that certain equipment components required replacement before the automated controls could be fully restored. Staff noted that the UV system improves water quality and safety but also requires ongoing maintenance and periodic bulb replacement.

Discussion included the operational value of UV treatment systems and the associated maintenance costs. Staff explained that Florida regulations permit operation of the pool using multiple sanitization methods and that the UV system serves as an enhancement rather than a primary treatment requirement. The Board discussed balancing equipment performance, maintenance obligations, and long-term replacement costs.

Additional updates included new life rings and ropes had been ordered and could be installed upon delivery, refurbishment of amenity furniture progressing, with several chairs already covered and returned to service. Staff noted that the chair refurbishment project significantly improved the appearance of the amenity facilities at a lower cost than full replacement.

Ms. Fisher reported that annual protocol documents and required correspondence would be distributed to Board members, a four-way stop sign installation project had been completed, and routine operational and maintenance activities continued without significant issues.

## **EIGHTH ORDER OF BUSINESS**

### **Public Comments/Supervisor's Requests**

Ms. Giles opened the meeting for public comments.

A resident asked about a significant increase in water bills and whether the increase was related to water leaks. Staff explained that while leaks may contribute to costs, the primary cause was the expansion of irrigation areas and new amenity improvements, including landscaping, recreation facilities, and pool-related infrastructure. Staff noted that utility costs were expected to increase as part of the community enhancements and that ongoing operational expenses, including water and electricity, are reflected in the District's budget. Board members encouraged residents to review monthly financial reports and budget narratives, which show seasonal fluctuations in utility usage and costs.

May 7, 2026

Pine Ridge Plantation CDD

Several residents expressed concerns regarding preserve areas adjacent to their homes, including overgrown vegetation, tree branches extending onto private property, invasive plant growth, and access issues for removal of dead trees.

Staff explained that under Florida law, property owners may trim vegetation and branches that extend onto their property. Preserve areas are subject to environmental regulations, and the District generally cannot perform routine clearing, trimming, spraying, or maintenance within preserve areas without regulatory approval.

Discussion also focused on a dead tree that had damaged a resident's fence and difficulties contractors encountered accessing the preserve due to dense vegetation. Staff explained that the dead tree had been identified as a District responsibility and that the District was coordinating removal through its contractors. Residents sought clarification regarding whether the contractor activities performed while accessing the tree could create liability for homeowners. Staff confirmed that any work performed under the District's contract would be handled through the District and would not become the homeowner's responsibility.

Ms. Giles opened the meeting for Supervisor requests. A Supervisor asked whether District-owned property near Isle of Pines could potentially be used for RV, boat, or overflow parking to generate revenue. Staff explained that while the property is owned by the District, significant constraints exist, including utility easements, environmental considerations, permitting requirements, liability exposure, and insurance concerns. Staff noted that any feasibility determination would require engineering review and County approval. Discussion also included background on the property's history and prior consideration of similar concepts. No Board action was taken.

## **NINTH ORDER OF BUSINESS**

### **Approval of Consent Agenda**

#### **A. Approval of the Minutes of the March 5, 2026 Meeting**

Ms. Giles presented the minutes from the March 5, 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 March 5, 2026, Meeting, were approved 5-0.

May 7, 2026

Pine Ridge Plantation CDD

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

Ms. Giles presented the balance sheet and income statements ending March 31, 2026.

**C. Assessment Receipts Schedule**

Ms. Giles noted the assessment receipts schedule shows the District is 99% collected.

**D. Approval of Check Register**

Ms. Giles presented the check registers February 2026 and March 2026 in the amount of \$128,351.84.

On MOTION by Mr. Lewis, seconded by Mr. Nazario, with all in favor, the Check Register totaling \$128,351.84, was approved 5-0.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 9, 2026 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Ms. Giles stated the next meeting is scheduled for July 9, 2026, at 6:00 p.m. at the same location.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the meeting was adjourned 5-0.

Signed by:  
*Marilee Giles*  
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Secretary / Assistant Secretary

Signed by:  
*Matthew Biagetti*  
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Chairman / Vice Chairman