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, **July 9, 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:

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 *by phone*	District Counsel
Maria Cranford	GMS Amenity Management
Carl Allen *by phone*	DCCM

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Giles called the meeting to order at 6:05 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.

Resident, Mr. Chamberlain, asked whether residents would have an opportunity to comment on the proposed budget during the public hearing. Ms. Giles confirmed that public comments regarding the budget would be heard when the public hearing was opened and advised Mr. Chamberlain to hold his budget-related comments until that time.

THIRD ORDER OF BUSINESS **Consideration of Committee Rankings of Proposals to Perform the Audit for Fiscal Year 2026**

Ms. Giles reviewed the Audit Committee's rankings of proposals to perform the District's Fiscal Year 2026 audit. The Audit Committee recommended Berger, Toombs, Elam, Gaines, and Frank as the top-ranked firm.

> On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, the Audit Committee's Recommendation of Berger, Toombs, Elam, Gaines and Frank to Perform the District's Fiscal Year 2026 Audit, was approved 4-0.

FOURTH ORDER OF BUSINESS **Ratify Agreement with RMS**

Ms. Giles reviewed the agreement with RMS for on-site staff, which had been approved at the previous meeting and executed between meetings. The Board discussed the annual agreement and reviewed the price comparison for 2026.

> On MOTION by Mr. Lewis, seconded by Mr. Montoya, with all in favor, the Agreement with RMS, was ratified 4-0.

FOURTH ORDER OF BUSINESS **Fiscal Year 2027 Budget**

A. Overview of Budget

Ms. Giles presented the proposed Fiscal Year 2027 budget, which includes the General Fund, Debt Service Fund and Capital Reserve Fund. It was noted that although individual line items increased or decreased, the assessments for residents would remain the same as Fiscal Year 2026.

B. Public Hearing to Consider the Adoption of the Fiscal Year 2027 Budget

Ms. Giles asked the Board for a motion to open the public hearing.

> On MOTION by Mr. Montoya, seconded by Mr. Ritchie, with all in favor, Opening the Public Hearing, was approved 4-0.

A resident questioned increases in the ground's maintenance and water/utility expenses. Staff explained that the increases were attributable to additional pools, the splash pad, irrigation repairs and increased facility usage. The resident also questioned the need and cost for off-duty officers in light of security improvements, including fencing, lighting, alarms and cameras. The Board discussed the continued need for security services and noted that the security budget had been reduced from $20,000 to $14,000.

There being no further public comments, Ms. Giles asked for a motion to close the public hearing.

> On MOTION by Mr. Montoya, seconded by Mr. Ritchie, with all in favor, Closing the Public Hearing, was approved 4-0.

C. Consideration of Resolution 2026-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027

The Board considered Resolution 2026-05, relating to the appropriations and adoption of the Fiscal Year 2027 budget.

> On MOTION by Mr. Montoya, seconded by Mr. Nazario, with all in favor, Resolution 2026-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027, was approved 4-0.

D. Consideration of Resolution 2026-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027

Ms. Giles presented Resolution 2026-06, imposing special assessments and certifying the assessment roll for Fiscal Year 2027. She explained that the resolution authorizes the assessments to be placed on the County tax roll for collection with the annual property taxes.

> On MOTION by Mr. Montoya, seconded by Mr. Nazario, with all in favor, Resolution 2026-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027, was approved 4-0.

SIXTH ORDER OF BUSINESS **Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-07**

Mr. Haber reviewed the proposed amended and restated Rules of Procedure and explained that the Rules govern various District operations, including procurement, meeting requirements, officers, adoption of rules and rates, and other procedural matters. The updates were intended to bring the District's Rules of Procedure into compliance with changes in Florida law. Significant updates included requirements related to adoption of rules and rates, allowing districts to operate in more than one county, Board member voting requirements, and the definition of a newspaper of general circulation.

Ms. Giles asked the Board for a motion to open the public hearing.

> On MOTION by Mr. Montoya seconded by Mr. Nazario, with all in favor, Opening the Public Hearing, was approved 4-0.

There being no public comments or questions, Ms. Giles asked the Board for a motion to close the public hearing.

> On MOTION by Mr. Montoya seconded by Mr. Nazario, with all in favor, Closing the Public Hearing, was approved 4-0.

Ms. Giles asked the Board for a motion to accept Resolution 2026-07, adopting the amended and restated Rules of Procedure.

> On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, Resolution 2026-07 Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure, was approved 4-0.

SEVENTH ORDER OF BUSINESS **Acceptance of Fiscal Year 2025 Audit Report**

Ms. Giles presented the Fiscal Year 2025 Audit Report to the Board. The auditor issued a clean opinion, finding that the District's financial statements fairly presented its financial position as of September 30, 2025. The audit identified no material weaknesses in internal controls, no prior-year or current-year findings or recommendations, and no recommendations related to financial management. There were no significant findings noted in the audit.

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved 4-0.

EIGHTH ORDER OF BUSINESS Staff Reports

A. Attorney

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

B. District Manager – Discussion of Fiscal Year 2027 Meeting Schedule

Ms. Giles reported that all Board members completed Form 1 prior to the July 1 deadline and reminded the Board that four hours of ethics training must be completed by December 31, 2026.

The Board reviewed the proposed Fiscal Year 2027 meeting schedule, which maintains the regular meeting schedule of the third Tuesday of the month at 6:00 p.m., with one off-cycle meeting in July to accommodate the required budget adoption timeline. The meeting dates and location had been coordinated to avoid conflicts with the HOA and will also be published on the District's website.

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, the Fiscal Year 2027 Meeting Schedule, was approved 4-0.

C. Engineer

The District Engineer reported that the pond inspection had been approved and that the District tentatively scheduled for July 23 and 24, pending receipt of the signed documentation. Ms. Giles stated that she would coordinate with District Counsel to prepare a work authorization and forward it to the engineer's office. Staff will also coordinate with Jay Soriano regarding his availability to attend the pond inspections.

D. Amenity & Operations Manager

1. Report

Ms. Cranford reported that the splash pad repairs had been completed and the system was operating properly. The UV bulbs were replaced, along with damaged bulb caps and a relay box. Cartridge filters were also replaced at a savings of approximately $1,100. An issue with the autofill system was identified as a sticking plunger, which was causing the water level to drop. The system was adjusted and will continue to be monitored for proper operation and excess puddling. A regular maintenance schedule will be followed going forward, including replacement of the UV bulbs approximately every two years.

Ms. Cranford also reported that all 16 clubhouse chairs had been reupholstered. The board discussed the possibility of eventually reupholstering the bench and couch cushions to coordinate with the chairs and existing furniture.

The Board briefly discussed warranty coverage for components of the splash pad system. Staff noted that much of the equipment is now beyond warranty, but the maintenance and repair issues are being documented and tracked.

NINTH ORDER OF BUSINESS **Public Comments/Supervisor's Requests**

Ms. Giles opened the meeting for public comments. A resident commented on landscaping conditions throughout the community, including dead or missing grass, overgrown hedges, aging annuals, insufficient mulch in some areas, and palm trees in need of trimming. Staff advised that some turf areas have struggled due to previous construction and irrigation issues and that annual replacements and palm trimming were upcoming. The Board discussed reviewing the landscape contract to confirm the frequency of mulch installation, annual rotations, and palm trimming. Staff will provide the landscape agreement for review and continue working with the landscaper on needed improvements. The Board also discussed obtaining proposals for additional landscape enhancements that may fall outside the existing contract and potentially revisiting those items during the budget process.

Additional discussion was held regarding uneven sidewalks and accumulated dirt. Staff reported that multiple work orders had been submitted to Public Works and would continue following up, including identifying the accessibility and drainage concerns associated with the area. There were no Supervisor comments or requests.

TENTH ORDER OF BUSINESS **Approval of Consent Agenda**

A. Approval of the Minutes of the May 7, 2026 Board of Supervisors Meeting

Ms. Giles presented the minutes from the May 7, 2026, meeting and asked for any comments, corrections, or changes. The Board had no revisions.

On MOTION by Mr. Montoya, seconded by Mr. Lewis, with all in favor, the Minutes of the May 7, 2026, Board of Supervisors Meeting, were approved 4-0.

B. Approval of the Minutes of the May 7, 2026 Audit Committee Meeting

Ms. Giles presented the minutes from the May 7, 2026, meeting and asked for any comments, corrections, or changes. The Board had no revisions.

On MOTION by Mr. Montoya, seconded by Mr. Ritchie, with all in favor, the Minutes of the May 7, 2026, Audit Committee Meeting, were approved 4-0.

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

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

D. Assessment Receipts Schedule

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

E. Approval of Check Register

Ms. Giles presented the check registers for April 2026 and May 2026 in the amount of $125,830.04.

On MOTION by Mr. Nazario, seconded by Mr. Montoya, with all in favor, the Check Register totaling $125,830.04, was approved 4-0.

ELEVENTH ORDER OF BUSINESS **Next Scheduled Meeting – September 3, 2026 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Ms. Giles stated the next meeting is scheduled for September 3, 2026, at 6:00 p.m. at the same location.

TWELFTH ORDER OF BUSINESS **Adjournment**

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

On MOTION by Mr. Nazario, seconded by Mr. Lewis, with all in favor, the meeting was adjourned 4-0.

Signed by:
Marilee Giles
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Secretary / Assistant Secretary

Signed by:
Matthew Biagetti
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Chairman / Vice Chairman