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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, **September 3, 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 *by phone*	District Counsel
Jay Soriano	GMS
Maria Cranford	GMS Amenity Management
Carl Allen *by phone*	DCCM
Brightview	Karen Fisher

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. There were no public comments at this time.

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THIRD ORDER OF BUSINESS **Consideration of Revision of the Meeting Minutes of May 20, 2025**

Ms. Giles explained that Supervisor Biagetti abstained from a vote at the May 20, 2025, meeting due to a conflict of interest involving his employer's affiliation with RMS. Although the abstention was reflected in the original minutes, Form 8B was required to be attached.

> On MOTION by Mr. Montoya, seconded by Mr. Lewis, with all in favor, the Revision of the Meeting Minutes of May 20, 2026, to include Form 8B, was approved 5-0.

FOURTH ORDER OF BUSINESS **Consideration of the Meeting Minutes of May 27, 2026**

Ms. Giles explained that Supervisor Biagetti abstained from a vote at the May 27, 2026, meeting due to a conflict of interest involving his employer affiliation with RMS. Although the abstention was reflected in the original minutes, Form 8B was required to be attached.

> On MOTION by Mr. Nazario, seconded by Mr. Ritchie, with all in favor, the Revision of the Meeting Minutes of May 27, 2026, to include Form 8B, was approved 5-0.

FIFTH ORDER OF BUSINESS **Ratification of the Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2026 Audit**

Ms. Giles reviewed the engagement letter with Berger, Toombs, Elam, Gaines & Frank for the fiscal year ending September 30, 2026, outlining the objectives and scope of the District's annual audit. Ms. Giles asked for a motion to ratify the engagement letter.

> On MOTION by Mr. Lewis, seconded by Mr. Biagetti, with all in favor, the Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2026 Audit, was ratified 5-0.

SIXTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Haber had no report and offered to answer questions from the Board.

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B. District Manager – Discussion of Fiscal Year 2027 Goals & Objectives

Ms. Giles presented the FY2027 Goals and Objectives, noting that Florida law requires the District to establish performance measures and standards, evaluate its performance, and publish the results by December. The proposed goals remained consistent with prior years and included meeting requirements, public notices, website compliance, budget adoption, and annual audits. Ms. Giles asked for a motion to approve the Fiscal Year 2027 Goals & Objectives.

On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Fiscal Year 2027 Goals & Objectives, was approved 5-0.

C. Engineer

Mr. Allen reported that the pond bank inspection report had been submitted to staff for review. The District Manager noted that staff would review the report to verify the ponds within the District's boundaries before presenting it to the Board. The District Engineer offered to address any questions following the review.

D. Amenity & Operations Manager

1. Report

The BrightView representative provided an update on landscape maintenance, including drainage concerns, sod replacement, irrigation repairs, tree trimming, and weed control. The Board discussed areas along Pine Ridge Parkway requiring attention, including erosion, standing water, and deteriorating sod. Staff also discussed coordination with the County regarding drainage and roadway maintenance.

The Board reviewed BrightView's proposal in the amount of $14,793 for sod replacement. Discussion followed regarding installation timing, seasonal weather conditions, and allowing sufficient time for the sod to establish. The Board agreed that staff should coordinate with BrightView to determine the appropriate installation schedule. A motion was made and seconded to approve the Brightview proposal.

On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Brightview Sod Replacement Proposal in the Amount of $14,793.56 and Authorize Staff to Coordinate the Installation Timing with Brightview, was approved 5-0.

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Additional discussion included irrigation repairs involving sprinkler heads, nozzles, bubblers, and nonfunctioning zones. BrightView also provided updates on tree trimming, removal of overgrown limbs, and ongoing weed control efforts.

Mr. Soriano presented updates on pool maintenance operations and discussed the proposed Poolsure agreement, including additional chemical services for the splash pad. The Board reviewed the proposed monthly chemical service cost of approximately $1,924.57 and discussed the FY2027 chemical budget of $25,000.

Staff explained that the proposed agreement would include filling the splash pad chemical tank, which had previously been handled separately. The Board discussed service costs, chemical usage, equipment responsibilities, and potential alternatives. Staff agreed to follow up on the agreement and continue reviewing opportunities for cost savings. No formal action was taken.

SEVENTH ORDER OF BUSINESS Public Comments / Supervisor Requests

Resident Dennis Chamberlin expressed concerns regarding tree limbs extending into the roadway along Pine Ridge Parkway, citing an incident involving a delivery truck and potential safety hazards for motorists and school buses. He questioned responsibility for tree trimming and noted that BrightView had previously performed trimming in the area. Discussion followed regarding the County's ownership of roadways and rights-of-way, the District's maintenance responsibilities, and BrightView's contractual trimming height of 14 feet.

The Board discussed previous correspondence with Clay County, ongoing tree maintenance concerns, and the potential liability associated with trimming trees beyond the District's responsibility. Mr. Chamberlin expressed concerns regarding inadequate clearance and requested that additional trimming be considered. Staff requested copies of the County's written correspondence for review and coordination with District Counsel to clarify maintenance responsibilities. The Board acknowledged the concerns and discussed continued follow-up with the County. No formal action was taken.

The Board discussed recent security concerns within the community, including neighborhood break-ins and suspicious activity. A Supervisor requested that the District consider increasing law enforcement patrols, particularly during evening hours and upcoming holiday events. Discussion included the District's existing agreement with the Clay County Sheriff's

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Office, the possibility of adjusting patrol schedules, and the limitations of providing security outside District-owned property. Staff noted that the FY2027 security budget was $20,000 and that patrol schedules could potentially be adjusted based on areas of concern. The Board agreed to revisit security needs and available funding as necessary.

Staff also discussed the benefit of allowing off-duty officers access to amenity facilities during patrols, providing an additional security presence without increasing costs.

A Supervisor expressed concerns regarding recurring bubbling and water accumulation on the tennis courts. Staff discussed previous investigations into potential irrigation leaks, lateral lines, and underlying asphalt conditions. Staff indicated that the issue would be reviewed and that repairs to the asphalt may ultimately be necessary.

The Board also discussed increased tennis court usage and concerns regarding the timing of court lighting. Supervisors reported that the lights had remained on later than scheduled. Staff noted that the timer could have been affected by recent power outages or loose timer pins and agreed to investigate the issue.

EIGHTH ORDER OF BUSINESS Approval of Consent Agenda

A. Approval of the Minutes of the July 9, 2026, Meeting

Ms. Giles asked for a motion to approve the minutes of the July 9, 2026, meeting.

> On MOTION by Mr. Montoya, seconded by Mr. Biagetti, with all in favor, the Minutes of the July 9, 2026, Meeting, was approved 5-0.

B. Acceptance of Minutes of the July 9, 2026, Audit Committee Meeting

Ms. Giles asked for a motion to approve the minutes of the July 9, 2026, Audit Committee meeting.

> On MOTION by Mr. Nazario, seconded by Mr. Biagetti, with all in favor, the Minutes of the July 9, 2026, Audit Committee Meeting, was approved 5-0.

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

Ms. Giles presented the balance sheet and income statements

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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 register for June and July totaled $127,849.39. Ms. Giles noted no unusual variances.

> On MOTION by Mr. Biagetti, seconded by Mr. Nazario, with all in favor, the Check Register totaling $127,849.39, was approved 5-0.

NINTH ORDER OF BUSINESS **Next Scheduled Meeting – November 5, 2026, at 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Ms. Giles stated the next meeting is scheduled for November 5, 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. Lewis, seconded by Mr. Nazario, with all in favor, the meeting was adjourned.

Signed by: Marilee Giles A38999D0EDC14F4...
Secretary / Assistant Secretary

Signed by: Matthew Biagetti 3AE5629A08074E9...
Chairman / Vice Chairman