

**MINUTES OF MEETING  
HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

A Public Hearing and Regular Meeting of the Heritage Pines Community Development District's Board of Supervisors were held on **Tuesday, September 8, 2015 at 2:00 p.m.**, in the **Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667.**

**Present at the meeting were:**

Raymond Russell	Chair
Jack Nelson	Vice Chair
Herbert Elliott	Assistant Secretary
Gilbert Herr	Assistant Secretary
Robert Zimmerman	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Kurt Heath	District Engineer
John Burns	Golf Course Superintendent
Nathan Youmans	Schaer Development
Bonnie Walsh	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 2:00 p.m., and noted, for the record, that all Supervisors were present, in person.

**SECOND ORDER OF BUSINESS**

**Public Comments [3 minutes per person]**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Update: Reclaimed Water Construction Activities (Nathan Youmans, Schaer Development)**

Mr. Nathan Youmans, of Schaer Development (Schaer), reported that three-quarters of the reclaimed water project was completed and he anticipated completion at the end of December.

In response to Mr. Russell's question, Mr. Youmans indicated that the 12" line was tested and, upon county approval, the Villages will be connected.

Mr. Russell asked how Scenic Pines and Scenic View Estates will be tied in. Mr. Youmans indicated that, as soon as the six connections are placed underground and tested, Scenic Pines and Scenic View Estates will be tied in, depending on the weather.

Mr. Russell inquired whether the lower area will be cleaned and sodded, after the Villages were connected. Mr. Youmans replied affirmatively.

Mr. Elliott asked if new meter boxes will be installed. Mr. Youmans indicated that Villages 4 and 28 will receive new meter boxes. Mr. Russell pointed out that the self-maintained Villages will also receive new meter boxes.

Mr. Heath explained that Scenic Pines and Scenic View Estates were not yet connected because the pipe on Grand Club Drive was not long enough; however, the majority of the large piping was connected. He noted that some interconnects must be completed but the 12" pipe was tested and is ready to be connected. In the next several weeks, the county will schedule when the water will be turned off to tie in the maintained Villages on the east side. Mr. Heath indicated that the only remaining non-connected maintained Villages, Villages 1, 2 and 3, on the northwest corner of Brook Lawn Drive, will be connected to the reclaimed system within the next few weeks. Schaer will then connect the eight self-maintained Villages; however, prior to the work commencing, a Right of Entry form is required from all 249 homeowners; as of Friday, 85% were completed, thanks to the efforts of Mr. Russell and Mr. Herr.

In response to Mr. Russell's question, Mr. Adams anticipated completion of the project after the first of the year, due to the county certification process. A draft financing agreement, from Patriot Bank, will be provided at the October meeting.

Mr. Elliott voiced concern about houses for sale, in bankruptcy or in foreclosure, in the self-maintained Villages. Mr. Heath indicated that some letters were returned because the owners either were in bankruptcy or foreclosure.

Mr. Russell reported that all Board Members contacted every homeowner and spoke to the owner of the house for sale through their realtor. Mr. Russell believed that the remaining Right of Entry forms would be received in a week to ten days.

Mr. Russell asked if the pipe can be connected to an abandoned house. Mr. Youmans indicated that the county wanted permission from the owner, which, in this case, was a bank and

assumed less than ten had ownership issues; if no one is living in the home, Mr. Youmans recommended making the connection.

Mr. Russell reported that the meter boxes installed by the county were too small and asked when this will be corrected. Mr. Youmans indicated that the incorrect boxes were flagged, so that the county can install the correct size meter box. Mr. Heath pointed out that the meter boxes were installed prior to Schaer’s arrival.

In response to Mr. Russell’s question, Mr. Adams indicated that meter boxes were previously stabilized by placing bricks around the perimeter but, now, a 2” to 3” hole is dug and 57 stones are placed under the meter assembly, which prevents soil from washing up under the meter box and covering the assembly. Mr. Russell asked Mr. Youmans to stabilize the boxes, using this method.

**FOURTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and  
Objections on Adoption of Fiscal Year  
2015/2016 Budget**

**A. Affidavit of Publication**

Mr. Adams presented the affidavit of publication for today’s Public Hearing and Regular Meeting.

**B. Consideration of Resolution 2015-4, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016**

Mr. Adams presented Resolution 2015-4 for the Board’s consideration. He noted that the proposed budget for Fiscal Year 2016 was an exhibit to the resolution and had not changed from the version presented in April.

Mr. Adams reviewed the following General Fund budget changes:

- “Interest (FY 2012) land purchase” was reduced by \$3,500 under “Professional and administrative” expenditures because the principal was paid down.
- “Water quality testing” was reduced to zero, under “Operation and maintenance”, because the District was Audubon certified and water quality testing was no longer needed.
- “Effluent project loan payments” through 2016 increased to \$216,000, based on the District’s third year of collecting \$72,000.

Mr. Adams indicated that, based on earlier discussion, the District may extend the existing loan, to offset the difference between what would be collected in Fiscal Year 2016 and what was owed for several more years, leaving an “Unassigned” fund balance of \$105,623. He felt that the District was in a comfortable position, due to the Board’s frugality, during the course of this year, which allowed the District to replenish the fund balance.

Mr. Adams reviewed the following “Debt Service” Fund budget changes:

- “Principal” increased from \$160,000 to \$165,000, based on the amortization schedule.
- “Interest” decreased from \$50,988 to \$43,483.
- “Tax collector” decreased from \$4,489 to \$4,436.
- “Ending fund balance (projected)” increased from \$77,737 to \$79,521. This includes a “Debt service reserve account balance” of (\$20,914) and “Interest expense – November 1, 2016” of (\$17,897), leaving an “Ending fund balance (projected)” of \$40,710. A portion will be used for the current year expense repayment.

Based on these changes, Mr. Adams reported that the Fiscal Year 2016 assessment, for all units except Pine Ridge, decreased from \$484.77 to \$482.87, and the Pine Ridge assessment decreased from \$399.28 to \$397.37. The Debt Service Fund assessment is exactly the same for all units, but for all units except Pine Ridge, the “General” Fund assessment is \$324.79 and Pine Ridge is \$239.29. He noted that Pine Ridge does not participate in the effluent project, as they receive water from the county main line along County Line Road.

**\*\*\*Mr. Adams opened the Public Hearing.\*\*\***

No members of the public spoke.

**\*\*\*Mr. Adams closed the Public Hearing.\*\*\***

**On MOTION by Mr. Elliott and seconded by Mr. Herr, with all in favor, Resolution 2015-4, Relating to the Annual Appropriations of the District and Adopting the Final Budget for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016, was adopted.**

Mr. Adams presented Resolution 2015-5 for the Board’s consideration.

Mr. Adams explained that this is the assessment levying resolution, recognizing the Fiscal Year 2016 budget, which was just adopted, and appropriates, through an assessment levy program, the assessments necessary to offset the appropriations in the adopted budget. He conveyed that the resolution identifies the budget as Exhibit “A”, the lien roll as Exhibit “B” and directs and authorizes Staff to finalize and certify the lien, for transmission to Pasco County, for placement of assessments on the property tax bills, which are mailed the first week of November, and post the adopted budget on the District website.

**On MOTION by Mr. Nelson and seconded by Mr. Russell, with all in favor, Resolution 2015-5, Imposing Special Assessments; Providing for the Collection and Enforcement of Special Assessments, Including But Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

▪ **Approval of July 14, 2015 Regular Meeting Minutes**

*\*\*\*This item, previously the Seventh Order of Business, was presented out of order.\*\*\**

Mr. Adams presented the July 14, 2015 Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Nelson and seconded by Mr. Russell, with all in favor, the July 14, 2015 Regular Meeting Minutes, as presented, were approved.**

The following change was made:

Line 89: Change “causing” to “treating the”

**On MOTION by Mr. Nelson and seconded by Mr. Russell, with all in favor, amending the prior motion to approve the July 14, 2015 Regular Meeting Minutes, as amended, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-6,  
Adopting the Annual Meeting Schedule  
for Fiscal Year 2015/2016**

Mr. Adams presented Resolution 2015-6 for the Board’s consideration. He advised that the Fiscal Year 2016 meeting schedule follows the same schedule as prior years.

**On MOTION by Mr. Herr and seconded by Mr. Nelson, with all in favor, Resolution 2015-6, Adopting the Annual Meeting Schedule for Fiscal Year 2015/2016, and authorizing Staff to advertise, accordingly, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Approval of July 14, 2015 Regular Meeting Minutes**

This item was discussed following the Fifth Order of Business.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

Mr. Herr provided the results of an inspection that Mr. Heath performed in areas with standing water. He noted 12 environmental dry retention areas (EDRAs) with 2” to 6” of standing water. Mr. Herr and Mr. Heath discussed the results with Mr. Youmans and, after touring the neighborhoods, Mr. Youmans opined that these areas were above the water table and will drain once the water table level decreases. Mr. Heath will review the drawings to compare the elevations.

Mr. Herr wondered why 12 EDRAs were under water but the remaining EDRAs were not and why EDRAs 4 and 7 had deep water. He suggested further examination of the remaining EDRAs and hiring a contractor to drill holes in EDRA 6, which continually has standing water, to see if this helps the water to drain faster.

Mr. Herr expressed concern about standing water causing mosquito breeding issues and asked if LakeMasters Aquatic Weed Control, Inc. (LakeMasters) can spray those areas. Mr. Adams indicated that the county was responsible for mosquito control.

Mr. Nelson pointed out that the slope for Heritage Pines extends from the front gate back to the southeastern corner. Mr. Youmans concurred. Mr. Youmans offered to meet with Mr. Herr and Mr. Heath, on Thursday, to review the permitted pond files from the Southwest Florida Water Management District (SWFWMD), showing the seasonal high water elevation for every

EDRA, as Heritage Pines ponds have different elevations. Mr. Heath explained that the bottom elevation for the EDRA's varies from 16' to 29' and some areas are wet retention areas, as they are below the seasonal high water level.

Mr. Youmans recommended hiring a contractor to drill holes in the EDRA's and a surveyor to measure the water table, adjacent to these areas, to provide the depth of the natural water level. The next time the surveyor is here to pick up pipe elevations, Mr. Youmans will ask him to take measurements.

Mr. Herr questioned the permitted level, as some areas that were supposed to have a 4:1 slope have a 2:1 slope and several side slopes.

Mr. Youmans indicated that as-builts indicated that some ponds were 6" to 1' higher than what was permitted and several outfalls were not as deep as permitted. He suggested surveying the actual water and comparing to the actual elevations.

Mr. Herr noted that EDRA 6, in Bent Pine, was filled with 6" to 8" of standing water for six to eight months and had standing water for the past four to five weeks.

Mr. Zimmerman pointed out that the property to the south of EDRA 11 is a lake according to a Pasco County map.

In response to Mr. Russell's question, Mr. Youmans confirmed that there is standing water in low lying areas. Mr. Herr noted standing water in EDRA's 1 and 2, next to the fifth green. Mr. Russell noticed standing water on the right side of EDRA 4. Mr. Youmans confirmed that the pond bottom elevations on EDRA's 1 and 2 were lower than Pond 48.

Mr. Youmans pointed out that the original design for the entire community shows the type of soil below the ponds, which may differ, as the hydraulic conductivity was not the same throughout the community.

Mr. Herr questioned the cost to drill holes as a test case. Mr. Youmans estimated several thousand dollars.

Mr. Russell noted that he was available at 12:00 p.m., on Thursday, to meet with Mr. Heath and Mr. Youmans.

Ms. Bonnie Walsh, a resident, asked if the material to fill in sinkholes affected the water table. Mr. Youmans indicated that grout can migrate outward.

Mr. Russell requested that the EDRA outfalls be grouped into three categories, so the Board knows the cost for labor, equipment, etc., for cleaning the outfalls.

Mr. Zimmerman estimated 120 outfalls; 20% requiring shovel cleaning and 80% requiring simple maintenance, four times per year. He noted that shovel cleaning is labor intensive. Mr. Russell requested a detailed cost estimate at the next meeting.

Mr. Nelson reiterated his request, at the last meeting, that Mr. Burns spray weed killer around drains.

Mr. Russell asked if a permit to clean the outfalls was required by SWFWMD. Mr. Youmans did not believe that a permit was necessary, as this was typical maintenance; however, he will verify.

In response to Mr. Russell's question, Mr. Burns indicated that there are currently three grills and three more are expected. Those grills will replace the ones on the golf course that are in the worst condition. A total of nine grills are expected to be replaced. Mr. Russell requested that all grills be replaced now, as there were funds available.

Mr. Russell asked Mr. Zimmerman to see if lily pads can be cleaned out of EDRA's 16 and 17, due to resident complaints. Mr. Burns is contacting a company to clean these areas twice per year and suggested having LakeMasters handle the lily pads.

**NINTH ORDER OF BUSINESS**

**Board Member Reports**

**A. Ponds and Lakes: *Supervisor Robert Zimmerman***

This item was discussed during the Eighth Order of Business.

**B. Finance Matters and Negotiations: *Supervisor Gilbert Herr***

Mr. Adams reported that he and Mr. Herr will be working with Patriot Bank to amend the note to incorporate the money borrowed to pay for the reclaimed water transition.

**C. Common Grounds Interest to CDD: *Supervisor Herbert Elliott***

Mr. Elliott reported that the budget was discussed at the last Common Grounds Committee meeting. The District will be involved in long-term landscape projects that are EDRA related.

**D. Reclaimed Water Project: *Supervisor Raymond Russell***

Mr. Russell reiterated that he and Mr. Herr will continue retrieving the remaining Right of Entry forms from owners in the self-maintained Villages.

**E. Golf Course and Surrounding Areas: *Supervisor Jack Nelson***



Mr. Nelson reported that Mr. Burns and his crew are doing a good job, considering the large amount of rain. He noted that several areas look great and positive comments were received from Rolling Hills Loop residents.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being no report, the next item followed.

**B. Engineer**

Mr. Heath reported that the reclaimed water project is proceeding well, due to the efforts of the community.

**C. Manager**

**i. Approval of Unaudited Financial Statements as of July 31, 2015**

Mr. Adams presented the Unaudited Financial Statements as of July 31, 2015. He indicated that assessment collections were at 100%. Mr. Adams noted, on Page 2, that “Expenditures” were within budget, with the exception of some one-time seasonal expenses that were over budget.

Mr. Adams indicated that, on Page 3, \$54,000 was projected for fund balance at the end of Fiscal Year 2015, compared to the prior year’s fund balance of \$10,000 to \$15,000. He noted that, with two months remaining in Fiscal Year 2015, the District was recovering the fund balance up to safer levels.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors’ Requests**

There being no Supervisors’ requests, the next item followed.

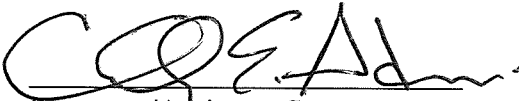
**TWELFTH ORDER OF BUSINESS**


**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Nelson and seconded by Mr. Herr, with all in favor, the meeting adjourned at 2:52 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair