

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

A Regular Meeting of the Heritage Pines Community Development District's Board of Supervisors was held on **Monday, December 12, 2016 at 3:00 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
Robert Zimmerman	Assistant Secretary
Gilbert Herr	Assistant Secretary
Herbert Elliott	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Crismond	Assistant Regional Manager
Kurt Heath	District Engineer
Bill Crusselle	General Manager – Master Association
John Burns	Golf Course Superintendent
Chris Ansley	Assistant GC Superintendent
J. Bart Cutshall	Supervisor-Elect
Michael Walsh	Supervisor-Elect
Neil Goulette	Supervisor-Elect
Roy Dolsky	Resident
Grif Givens	Resident
Norman Billfield	Resident
Randy Doolittle	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 3:00 p.m., and noted, for the record, that all Supervisors and Supervisors-Elect were present, in person.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Mr. Norman Billfield, a resident, stated that maintenance of the area behind his house was being overlooked by the grounds crew. The lot was leveled and was slowly losing soil and getting steeper. Testing was conducted but it was determined that the area was not a sinkhole; it

was something else. Mr. Billfield stated that there was too much erosion and requested assistance. Discussion ensued regarding the erosion issue. Mr. Chris Ansley, Assistant Golf Course Superintendent, would look into the matter and report his findings.

Mr. Roy Dolsky, a resident, stated that there was a continuing pressure problem related to the Reclaimed Water Project. He inquired whether billing would be determined by a meter or would there be a flat rate per house. Mr. Heath stated that the Village would receive one bill, based off of one meter for the whole Village, and be distributed to each homeowner; whereas, each self-maintained house would receive a utility bill with a flat rate of \$11.05 per month. Discussion ensued regarding water usage records, meters, various rates and why the flat rate was not used for all residents. Mr. Dalsky was assured that the matter would be further examined.

Mr. Randy Doolittle, a resident, stated that his Village installed a pressure gauge on its system to determine water pressure in the Village and voiced his opinion that the pressure was adequate to meet the needs of the Village. Mr. Heath stated that there was sufficient water and plenty of ability to supply adequate pressure, although there were some fluctuations, control issues and lag time, which could cause periodic issues. There were discussions with the County, during the last two years, regarding automating the pump station to maintain a constant discharge pressure. There would continue to be pressure fluctuations until that project is completed; the matter remained unresolved.

THIRD ORDER OF BUSINESS

Presentation to Outgoing Supervisors

Mr. Russell thanked Mr. Gilbert Herr, Mr. Herbert Elliott and Mr. Robert Zimmerman for their service on the Board and presented each with a token of appreciation.

FOURTH ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors: J. Bart Cutshall [Seat 1], Neil E. Goulette [Seat 2] and Michael V. Walsh [Seat 3] (*the following to be provided in a separate package*)

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Cutshall, Mr. Goulette and Mr. Walsh. He provided and briefly explained the following documents:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

B. Membership, Obligations and Responsibilities**C. Financial Disclosure Forms**

- **Form 1: Statement of Financial Interests**
- **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- **Form 1F: Final Statement of Financial Interests**

D. Form 8B, Memorandum of Voting Conflict**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2017-1,
Electing the Officers of the District**

Mr. Adams presented Resolution 2017-1 for the Board's consideration. The Board must consider the slate of officers each time there is an election or appointment. Mr. Cutshall nominated the following slate of officers:

Chair	Raymond Russell
Vice Chair	Jack Nelson
Secretary	Chuck Adams
Treasurer	Craig Wrathell
Assistant Secretary	J. Bart Cutshall
Assistant Secretary	Michael Walsh
Assistant Secretary	Neil Goulette
Assistant Secretary	Craig Wrathell

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, Resolution 2017-1, Electing the Officers of the District, as nominated, was adopted.

SIXTH ORDER OF BUSINESS**Acceptance of Unaudited Financial
Statements as of October 31, 2016**

Mr. Adams presented the Unaudited Financial Statements as of October 31, 2016. Much of the expenses that appeared in October were accrued back to Fiscal Year 2016. Expenses, on Page 3, were low, at 4% and there was no activity in the Debt Service fund. On the Balance Sheet, \$316,000 of the cash position was assignable to the final payment to Pasco County for the Effluent Project. The District obtained a loan for the project and, for the past three years,

collected funds to cover the cost and replenish the fund balance to repay the loan. The Board would be in a position to reduce the Fiscal Year 2018 assessments by a decent amount. Payment for the property, in the front, at \$75,000; should be paid in full by May 1, 2017.

Mr. Russell provided a brief update on current concerns, namely the Heritage Pines Nature Way Agreement between the City and the District. Regarding the mowing schedule, mowing occurred about every eight to 10 days, during the in season, and about every 20 days, during winter.

In response to several complaints from Village residents, who believed that the District should clean the gutters, Mr. Russell stated that the District's responsibility was to make repairs to the gutters but maintenance was the responsibility of the residents. In response to Mr. Russell's inquiry about maintenance of the inlets and the Environmental Dry Retention Areas (EDRAs) on the golf course, Mr. Ansley affirmed that the inlets were properly maintained and that everything was up-to-date.

Mr. Nelson presented a brief update on the golf course. In an attempt to keep golfers from golfing in the EDRAs, in the perimeter of the golf course, an identification system was devised; residents would be required to purchase flags to attach to their golf carts. Many of the EDRAs were not manicured as nicely as they should be. Discussion ensued regarding the golf course maintenance issues. Mr. Nelson and other Board Members felt that Mr. Burns and Mr. Ansley were short-handed and the District was not receiving service comparable to the \$6,500 paid each month. Mr. Burns stated that more concentrated work was being completed on the EDRAs in winter and spring than in summer because the course is more difficult to maintain in the summer, as plant growth accelerates. Mr. Ansley stated that concentrated spraying with herbicides, in those areas, should help eliminate the weeds during the summer months. In response to a question, Mr. Ansley stated that herbicide overspray would not typically kill most grasses, as long as it is not soaked with overspray. Mr. Nelson witnessed golf course maintenance activities increase but there were still issues on areas of the golf course. The CDD would like the golf course to be brought up to standards. The District spent \$60,000 on golf course maintenance, annually. Discussion ensued regarding the cost to address current issues, the need to oversee the landscapers, etc. In order to resolve the problem, additional labor was needed. Discussion ensued regarding areas with issues, the HOA's cutbacks on labor, improving the landscaping to the desired standards and the possibility of the CDD ending its contract with the HOA and hiring

a contractor. New ideas for improving the appearance of the golf course should be presented at the next meeting. The contract should be reviewed for potential weaknesses.

SEVENTH ORDER OF BUSINESS

Approval of October 11, 2016 Regular Meeting Minutes

Mr. Adams presented the October 11, 2016 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 October 11, 2016 Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Board Member Reports

- A. Ponds and Lakes: Supervisor _____**
- B. Finance Matters and Negotiations: Supervisor _____**
- C. Reclaimed Water Project: Supervisor Raymond Russell**
- D. Golf Course and Surrounding Areas: Supervisor Jack Nelson**

This item was deferred.

NINTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Bush Ross, P.A.**
There being no report, the next item followed.
- B. District Engineer: Stroud Engineering Consultants**
Mr. Heath stated that the survey information, related to the recent sinkhole, in Brooklawn, and two locations with erosion issues that residents were concerned about, was received. A baseline survey was established in all three locations to be occasionally monitored for changes. With regard to water costs, the County would begin billing on the full rate of the bulk meters. Letters and notifications should have been mailed by the County but were not; the matter remained pending with the County.
- C. District Manager: Wrathell, Hunt and Associates, LLC**

There being no report, the next item followed.

TENTH ORDER OF BUSINESS

Supervisors' Requests

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

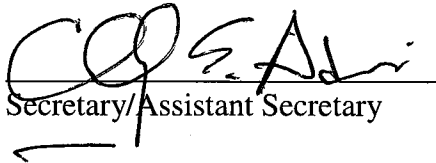
ELEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Nelson and seconded by Mr. Russell,
with all in favor, the meeting adjourned at 3:54 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair