

**HERITAGE PINES**  
**COMMUNITY DEVELOPMENT**  
**DISTRICT**

**REGULAR MEETING**  
**AGENDA**

February 14, 2017

# Heritage Pines Community Development District

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-free: (877) 276-0889

February 6, 2017

## **ATTENDEES:**

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors  
Heritage Pines Community Development District

Dear Board Members:

A Regular Meeting of the Heritage Pines Community Development District's Board of Supervisors will be held on **Tuesday, February 14, 2017 at 2:00 p.m.**, in the **Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments [**3 minutes per person**]
3. Discussion Items: (*Requested by Supervisor Goulette*)
  - A. Finance Matters
  - B. Retention Pond Maintenance
  - C. Distribution of Agenda Packages
  - D. Contracts and Agreements
4. Acceptance of Unaudited Financial Statements as of December 31, 2016
5. Approval of **December 12, 2016** Regular Meeting Minutes
6. Assignment of Duties: 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*
7. Staff Reports
  - A. District Counsel: *Bush Ross, P.A.*
  - B. District Engineer: *Stroud Engineering Consultants*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - i. **NEXT MEETING: April 11, 2017 at 2:00 P.M.**

*Board of Supervisors  
Heritage Pines Community Development District  
February 14, 2017, Regular Meeting Agenda  
Page 2*

8. Supervisors' Requests
9. Adjournment

If you have any questions or comments, please contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:**

**CALL IN NUMBER: 1-888-354-0094**

**CONFERENCE ID: 8593810**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
DECEMBER 31, 2016**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2016**

	Major Funds		Total Governmental Funds
	General	Debt Service	
<b>ASSETS</b>			
Cash - SunTrust	\$ 653,761	\$ -	\$ 653,761
Investments			
Federated	33,293	-	33,293
SBA			
Operating A *	720	-	720
Reserve A *	1,755	-	1,755
US Bank			
Revenue	-	213,323	213,323
Reserve	-	20,914	20,914
Interest	-	21,623	21,623
Due from other funds			
General fund	-	11,371	11,371
Undeposited funds	33,863	-	33,863
Total assets	\$ 723,392	\$ 267,231	\$ 990,623
<b>LIABILITIES &amp; FUND BALANCE</b>			
<b>Liabilities</b>			
Due to other funds			
Debt service fund	\$ 11,371	\$ -	\$ 11,371
Total liabilities	11,371	-	11,371
<b>Fund balance</b>			
Restricted for debt service	-	267,231	267,231
Committed			
Effluent project loan payments	216,000	-	216,000
Unassigned	496,021	-	496,021
Total fund balance	712,021	267,231	979,252
<b>Total liabilities and fund balance</b>	<b>\$ 723,392</b>	<b>\$ 267,231</b>	<b>\$ 990,623</b>

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED DECEMBER 31, 2016**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy	\$ 261,333	\$ 364,801	\$ 425,182	86%
Interest & miscellaneous	26	55	1,000	6%
Total revenues	<u>261,359</u>	<u>364,856</u>	<u>426,182</u>	86%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative fees</b>				
Supervisors	1,077	1,507	7,000	22%
Management	2,704	8,113	32,450	25%
Legal	-	90	1,000	9%
Engineering	-	-	5,000	0%
Audit	-	-	9,785	0%
Assessment roll preparation	601	1,802	7,210	25%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent fees	83	250	1,000	25%
Trustee fees	-	-	3,000	0%
Telephone	-	12	150	8%
Rentals and leases	155	465	1,860	25%
Postage	410	453	1,300	35%
Printing & binding	86	258	1,030	25%
Legal advertising	73	155	350	44%
Annual district filing fee	-	175	175	100%
Insurance	-	6,789	7,001	97%
Contingencies	553	1,565	1,300	120%
Website	-	-	750	0%
Principal (FY 2012 land purchase)	1,077	3,217	75,000	4%
Interest (FY 2012 land purchase)	93	292	1,673	17%
Total Professional & Administrative Fees	<u>6,912</u>	<u>25,143</u>	<u>158,234</u>	16%
<b>Operations and maintenance</b>				
Electricity - street lighting	802	2,279	15,000	15%
Retention pond mowing/weed control	4,485	10,638	87,000	12%
Irrigation	-	-	1,000	0%
Contingencies	114	114	2,500	5%
Aquatic weed control	1,525	3,050	17,400	18%
Dry retention pond refurbishment/planting	-	-	50,000	0%
Rentals and leases - mowers	-	-	14,040	0%
Total operations and maintenance	<u>6,926</u>	<u>16,081</u>	<u>186,940</u>	9%

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED DECEMBER 31, 2016**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>EXPENDITURES (continued)</b>				
<b>Other fees and charges</b>				
Property appraiser	-	-	150	0%
Tax collector	<u>5,227</u>	<u>7,296</u>	<u>8,858</u>	82%
Total other fees and charges	<u>5,227</u>	<u>7,296</u>	<u>9,008</u>	81%
Total expenditures	<u>19,065</u>	<u>48,520</u>	<u>354,182</u>	14%
 Excess/(deficiency) of revenues over/(under) expenditures	 242,294	 316,336	 72,000	
 Fund balance - beginning	 <u>469,727</u>	 <u>395,685</u>	 <u>71,964</u>	
Fund balance - ending	<u>\$ 712,021</u>	<u>\$ 712,021</u>	<u>\$ 143,964</u>	

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2008  
FOR THE PERIOD ENDED DECEMBER 31, 2016**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Assessment levy	\$ 132,123	\$ 184,433	\$ 214,980	86%
Interest	-	1	-	N/A
Total revenue	<u>132,123</u>	<u>184,434</u>	<u>214,980</u>	86%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-	-	175,000	0%
Interest	-	17,896	35,501	50%
Total debt service	<u>-</u>	<u>17,896</u>	<u>210,501</u>	9%
<b>Other fees and charges</b>				
Tax collector fee	2,643	3,689	4,479	82%
Total other fees and charges	<u>2,643</u>	<u>3,689</u>	<u>4,479</u>	82%
Total expenditures	<u>2,643</u>	<u>21,585</u>	<u>214,980</u>	10%
Net increase/(decrease) of fund balance	129,480	162,849	-	
Fund balance - beginning	137,751	104,382	81,148	
Fund balance - ending	<u>\$ 267,231</u>	<u>\$ 267,231</u>	<u>\$ 81,148</u>	



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
BANK STATEMENT  
DECEMBER 2016**



# Account Statement

HERITAGE PINE COMMUNITY DEVELOPMENT  
 DISTRICT  
 2300 GLADES RD STE 410W  
 BOCA RATON FL 33431-8556

Questions? Please call  
 1-800-786-8787

Is it time to make a personal commitment to improve your financial health?  
 Then it's time to take action.  
 Join us at OnUp.com to learn how to move from financial stress to confidence.

Account Summary	Account Type	Account Number	Statement Period
	PUBLIC FUNDS NOW	0615006011053	12/01/2016 - 12/31/2016

Description	Amount	Description	Amount
Beginning Balance	\$351,497.74	Average Balance	\$659,321.18
Deposits/Credits	\$487,342.39	Average Collected Balance	\$659,321.18
Checks	\$157,575.94	Number of Days in Statement Period	31
Withdrawals/Debits	\$944.80	Annual Percentage Yield Earned	.04%
Ending Balance	\$680,319.39	Interest Paid Year to Date	\$182.58

Deposits/Credits	Date	Amount	Serial #	Description	Date	Amount	Serial #	Description
	12/02	135,596.07		DEPOSIT	12/09	142,989.47		DEPOSIT
	12/09	138,160.18		DEPOSIT	12/22	70,574.33		DEPOSIT
	12/30	22.34		INTEREST PAID THIS STATEMENT THRU 12/31				
Deposits/Credits: 5				Total Items Deposited: 4				

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	153	184.70	12/27	2213	22.26	12/28	*2218	1,169.52	12/29
	*2205	6,153.02	12/01	2214	4.28	12/30	*2220	3,641.66	12/22
	*2208	1,169.52	12/06	2215	4,485.32	12/28	2221	802.45	12/28
	*2212	139,943.21	12/22						

Checks: 10  
 \* Indicates break in check number sequence. Check may have been processed electronically and listed as an Electronic/ACH transaction.

Withdrawals/Debits	Date Paid	Amount	Serial #	Description
	12/16	153.00		ELECTRONIC/ACH DEBIT ADP Tax/401k Tax/401k 07QHR 121950A01
	12/16	738.80		ELECTRONIC/ACH DEBIT ADP EEPAY/GARNWC EEPAY/GARN 590026302642QHR
	12/20	53.00		ACCOUNT ANALYSIS FEE
Withdrawals/Debits: 3				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	12/01	345,344.72	345,344.72	12/22	686,965.58	686,965.58
	12/02	480,940.79	480,940.79	12/27	686,780.88	686,780.88
	12/06	479,771.27	479,771.27	12/28	681,470.85	681,470.85
	12/09	760,920.92	760,920.92	12/29	680,301.33	680,301.33
	12/16	760,029.12	760,029.12	12/30	680,319.39	680,319.39
	12/20	759,976.12	759,976.12			

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.



# Account Statement

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

Payroll check number: 000000181  
Pay date: 12/9/2016

Pay to the order of: **RAYMOND RUSSELL**

The amount: **ONE HUNDRED EIGHTY FOUR AND 70/100 DOLLARS** \$184.70

MEMO: REIMBURSE FEDEX 5-25-2016

106631021524061500601053

Ck # 153 12/27 \$184.70

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **HAMAL ODD**

Four and 28/100 \*\*\*\*\* DOLLARS \$4.28

MEMO: REIMBURSE FEDEX 5-25-2016

106631021524061500601053

Ck # 2214 12/30 \$4.28

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **HERITAGE PINES COMMUNITY ASSOCIATION, INC.**

Six Thousand One Hundred Fifty-Three and 02/100 \*\*\*\*\* DOLLARS \$6,153.02

MEMO: 10/18 GROUNDING MAINT

106631021524061500601053

Ck # 2205 12/01 \$6,153.02

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **HERITAGE PINES COMMUNITY ASSOCIATION, INC.**

Four Thousand Four Hundred Eighty-Five and 32/100 \*\*\*\*\* DOLLARS \$4,485.32

MEMO: 11/08 GROUNDING MAINT

106631021524061500601053

Ck # 2215 12/28 \$4,485.32

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **WELLS FARGO FINANCIAL LEASING, INC.**

One Thousand One Hundred Sixty-Nine and 52/100 \*\*\*\*\* DOLLARS \$1,169.52

MEMO: LEASE PAYMENT - 11/30/16-12/31/16

106631021524061500601053

Ck # 2208 12/06 \$1,169.52

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **WELLS FARGO FINANCIAL LEASING, INC.**

One Thousand One Hundred Sixty-Nine and 52/100 \*\*\*\*\* DOLLARS \$1,169.52

MEMO: LEASE PAYMENT - 12/30/16-01/29/17

106631021524061500601053

Ck # 2218 12/29 \$1,169.52

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **HERITAGE PINES ODD**

One Hundred Thirty-Nine Thousand Nine Hundred Forty-Three and 21/100 \*\*\*\*\* DOLLARS \$139,943.21

MEMO: ACCOUNT 129933003

106631021524061500601053

Ck # 2212 12/22 \$139,943.21

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **WRATHLELL, HUNT & ASSOCIATES, LLC**

Three Thousand Six Hundred Forty-One and 00/100 \*\*\*\*\* DOLLARS \$3,641.66

MEMO: 12/18 NIGHT FEE

106631021524061500601053

Ck # 2220 12/22 \$3,641.66

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **FEDEX**

Twenty-Two and 25/100 \*\*\*\*\* DOLLARS \$22.26

MEMO: 12/18-12/27/16

106631021524061500601053

Ck # 2213 12/28 \$22.26

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FL 33431

PAY TO THE ORDER OF: **WITHLACOCHEE RIVER ELECTRIC COOPERATIVE**

Eight Hundred Two and 45/100 \*\*\*\*\* DOLLARS \$802.45

MEMO: 1306910 12/08/16

106631021524061500601053

Ck # 2221 12/28 \$802.45

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
CHECK REGISTER  
DECEMBER 2016**

**Heritage Pines CDD  
CHECK REGISTER  
December 2016**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	DD	12/19/2016	JAMES B. CUTSHALL	101.000 · Suntrust Bank - Checking		-184.70
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	DD	12/19/2016	NEIL E GOULETTE	101.000 · Suntrust Bank - Checking		-184.70
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	DD	12/19/2016	JACK M NELSON	101.000 · Suntrust Bank - Checking		-184.70
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	DD	12/19/2016	MICHAEL V. WALSH	101.000 · Suntrust Bank - Checking		-184.70
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	153	12/19/2016	RAYMOND E RUSSELL	101.000 · Suntrust Bank - Checking		-184.70
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
Check	2212	12/16/2016	HERITAGE PINES CDD	101.000 · Suntrust Bank - Checking		-139,943.21
				207.201 · Due to Debt Service	-139,943.21	139,943.21
TOTAL					-139,943.21	139,943.21
Bill Pmt -Check	2213	12/16/2016	FEDEX	101.000 · Suntrust Bank - Checking		-22.26
Bill	5-619-45365	12/16/2016		519.410 · Postage	-22.26	22.26
TOTAL					-22.26	22.26
Bill Pmt -Check	2214	12/16/2016	HAMAL CDD	101.000 · Suntrust Bank - Checking		-4.28
Bill	1209	12/16/2016		519.410 · Postage	-4.28	4.28
TOTAL					-4.28	4.28

**Heritage Pines CDD  
CHECK REGISTER  
December 2016**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>2215</b>	<b>12/16/2016</b>	<b>HERITAGE PINES COMMUNITY ASSOCIATION,INC</b>	<b>101.000 - Suntrust Bank - Checking</b>		<b>-4,485.32</b>
Bill	121616	12/16/2016		539.340 · Retention Pond Mowing/Weed Cont	-4,485.32	4,485.32
TOTAL					-4,485.32	4,485.32
<b>Bill Pmt -Check</b>	<b>2216</b>	<b>12/16/2016</b>	<b>LAKE MASTERS AQUATIC WEED CONTROL,INC.</b>	<b>101.000 - Suntrust Bank - Checking</b>		<b>-1,525.00</b>
Bill	16-08730	12/16/2016		539.311 · Aquatic Weed Control	-1,525.00	1,525.00
TOTAL					-1,525.00	1,525.00
<b>Bill Pmt -Check</b>	<b>2217</b>	<b>12/16/2016</b>	<b>TAMPA BAY TIMES</b>	<b>101.000 - Suntrust Bank - Checking</b>		<b>-72.80</b>
Bill	395295	12/16/2016		519.480 · Legal Advertising	-72.80	72.80
TOTAL					-72.80	72.80
<b>Bill Pmt -Check</b>	<b>2218</b>	<b>12/16/2016</b>	<b>WELLS FARGO FINANCIAL LEASING, INC.</b>	<b>101.000 - Suntrust Bank - Checking</b>		<b>-1,169.52</b>
Bill	5003563169	12/16/2016		519.442 · Lease - Principal 519.443 · Lease - Interest	-1,076.54 -92.98	1,076.54 92.98
TOTAL					-1,169.52	1,169.52
<b>Bill Pmt -Check</b>	<b>2219</b>	<b>12/16/2016</b>	<b>WITHLACOOCHEE RIVER ELECTRIC COOPERATIVE</b>	<b>101.000 - Suntrust Bank - Checking</b>		<b>0.00</b>
TOTAL					0.00	0.00
<b>Bill Pmt -Check</b>	<b>2220</b>	<b>12/16/2016</b>	<b>WRATHELL, HUNT &amp; ASSOCIATES. LLC</b>	<b>101.000 - Suntrust Bank - Checking</b>		<b>-3,641.66</b>
Bill	2006-9940	12/16/2016		512.311 · Management Fees 513.310 · Assessment Roll Preparation 519.410 · Postage 519.440 · Rentals and Leases 519.470 · Printing and Binding 513.312 · Dissemination Agent	-2,704.16 -600.83 -12.50 -155.00 -85.83 -83.34	2,704.16 600.83 12.50 155.00 85.83 83.34
TOTAL					-3,641.66	3,641.66
<b>Bill Pmt -Check</b>	<b>2221</b>	<b>12/16/2016</b>	<b>WITHLACOOCHEE RIVER ELECTRIC COOPERATIVE</b>	<b>101.000 - Suntrust Bank - Checking</b>		<b>-802.45</b>
Bill	1306910 120816	12/16/2016		539.430 · Street Lighting	-802.45	1,476.18
TOTAL					-802.45	1,476.18

**Heritage Pines CDD  
CHECK REGISTER  
December 2016**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	2222	12/29/2016	HERITAGE PINES CDD	101.000 · Suntrust Bank - Checking		-23,698.86
				207.201 · Due to Debt Service	-23,698.86	23,698.86
TOTAL					-23,698.86	23,698.86
Bill Pmt -Check	2223	12/29/2016	FEDEX	101.000 · Suntrust Bank - Checking		-371.05
Bill	5-648-03937	12/29/2016		519.410 · Postage	-50.72	50.72
Bill	5-640-49439	12/29/2016		519.410 · Postage	-320.33	320.33
TOTAL					-371.05	371.05
Bill Pmt -Check	2224	12/29/2016	HERB ELLIOT	101.000 · Suntrust Bank - Checking		-114.05
Bill	122916	12/29/2016		539.490 · Contingencies	-114.05	114.05
TOTAL					-114.05	114.05
Bill Pmt -Check	2225	12/29/2016	JACK NELSON	101.000 · Suntrust Bank - Checking		-161.42
Bill	16112153	12/29/2016		519.490 · Contingencies	-161.42	161.42
TOTAL					-161.42	161.42
Bill Pmt -Check	2226	12/29/2016	PATRIOT BANK	101.000 · Suntrust Bank - Checking		-339.06
Bill	122916	12/29/2016		519.492 · Contingencies - Interest	-339.06	339.06
TOTAL					-339.06	339.06

1 **MINUTES OF MEETING**  
2 **HERITAGE PINES**  
3 **COMMUNITY DEVELOPMENT DISTRICT**  
4

5 A Regular Meeting of the Heritage Pines Community Development District’s Board of  
6 Supervisors was held on **Monday, December 12, 2016 at 3:00 p.m.**, in the **Heritage Pines**  
7 **Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667.**  
8

9 **Present at the meeting were:**

10 Raymond Russell	Chair
11 Jack Nelson	Vice Chair
12 Robert Zimmerman	Assistant Secretary
13 Gilbert Herr	Assistant Secretary
14 Herbert Elliott	Assistant Secretary

15  
16  
17 **Also present were:**

18	
19 Chuck Adams	District Manager
20 Cleo Crismond	Assistant Regional Manager
21 Kurt Heath	District Engineer
22 Bill Crusselle	General Manager – Master Association
23 John Burns	Golf Course Superintendent
24 Chris Ansley	Assistant GC Superintendent
25 J. Bart Cutshall	Supervisor-Elect
26 Michael Walsh	Supervisor-Elect
27 Neil Goulette	Supervisor-Elect
28 Roy Dolsky	Resident
29 Grif Givens	Resident
30 Norman Billfield	Resident
31 Randy Doolittle	Resident
32	
33	

34 **FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

35  
36 Mr. Adams called the meeting to order at 3:00 p.m., and noted, for the record, that all  
37 Supervisors and Supervisors-Elect were present, in person.  
38

39 **SECOND ORDER OF BUSINESS**

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

40  
41 Mr. Norman Billfield, a resident, stated that maintenance of the area behind his house  
42 was being overlooked by the grounds crew. The lot was leveled and was slowly losing soil and  
43 getting steeper. Testing was conducted but it was determined that the area was not a sinkhole; it



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

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

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

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63 **THIRD ORDER OF BUSINESS**

**Presentation to Outgoing Supervisors**

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

67  
68 **FOURTH ORDER OF BUSINESS** **Administration of Oath of Office to Newly**  
69 **Elected Supervisors: J. Bart Cutshall**  
70 **[Seat 1], Neil E. Goulette [Seat 2] and**  
71 **Michael V. Walsh [Seat 3] (*the following***  
72 ***to be provided in a separate package*)**  
73

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

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

79 **B. Membership, Obligations and Responsibilities**

80 **C. Financial Disclosure Forms**

- 81       ▪ **Form 1: Statement of Financial Interests**
- 82       ▪ **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- 83       ▪ **Form 1F: Final Statement of Financial Interests**

84 **D. Form 8B, Memorandum of Voting Conflict**

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86 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-1,  
Electing the Officers of the District**

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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

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**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,

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

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

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

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

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

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148 **SEVENTH ORDER OF BUSINESS**

**Approval of October 11, 2016 Regular Meeting Minutes**

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151 Mr. Adams presented the October 11, 2016 Regular Meeting Minutes and asked for any  
152 additions, deletions or corrections.

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154 **On MOTION by Mr. Nelson and seconded by Mr. Russell,**  
155 **with all in favor, the October 11, 2016 Regular Meeting**  
156 **Minutes, as presented, were approved.**

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**EIGHTH ORDER OF BUSINESS**

**Board Member Reports**

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A. **Ponds and Lakes: Supervisor \_\_\_\_\_**

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B. **Finance Matters and Negotiations: Supervisor \_\_\_\_\_**

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

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

165

This item was deferred.

166

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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A. **District Counsel: Bush Ross, P.A.**

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There being no report, the next item followed.

170

B. **District Engineer: Stroud Engineering Consultants**

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172 Mr. Heath stated that the survey information, related to the recent sinkhole, in  
173 Brooklawn, and two locations with erosion issues that residents were concerned about, was  
174 received. A baseline survey was established in all three locations to be occasionally monitored  
175 for changes. With regard to water costs, the County would begin billing on the full rate of the  
176 bulk meters. Letters and notifications should have been mailed by the County but were not; the  
177 matter remained pending with the County.

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C. **District Manager: Wrathell, Hunt and Associates, LLC**

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There being no report, the next item followed.

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180 **TENTH ORDER OF BUSINESS** **Supervisors' Requests**

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

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184 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

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186 There being nothing further to discuss, the meeting adjourned.

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

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**DRAFT**  
[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

DRAFT