

**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 **Tuesday, February 14, 2017 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
Neil Goulette	Assistant Secretary
J. Bart Cutshall	Assistant Secretary
Michael Walsh	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Cleo Adams	Assistant Regional Manager
Kurt Heath	District Engineer
Bill Crusselle	General Manager – Master Association
John Burns	Golf Course Superintendent
Chris Ansley	Assistant GC Superintendent
Mike Dillard	Resident
Trudy Kidner	Resident
Dick Heiser	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 2:01 p.m., and noted, for the record, that all Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Mr. Mike Dillard, a resident, stated that Hilltop Village had a consistent issue with the pressure in the irrigation system and wanted the CDD to help acquire a second connection that would improve water pressure. Residents were having trouble maintaining their lawns and common grounds. In addition, Pasco County was preparing to bill residents, on a usage basis, at a rate that would be 258% more than the flat rate of \$6.80 per month that other villages would be charged. He suggested charging all residents a consistent flat rate. Lastly, he requested a copy

of the as-builts of the irrigation system for Hilltop Village. Mr. Russell was unsure whether the CDD could influence Pasco County’s new billing system but he would try. Mr. Heath was aware of the irrigation pressure issue; there was an inter-connect on the west side of Hilltop Village but it was eventually removed and the piping was no longer available. The County only allowed one connection to operate with one meter, per village; which could not be changed. Regarding the irrigation rates, Mr. Heath stated that meters were installed on all of the homes and, at some point, Pasco County would transition to volumetric billing. In response to Mr. Adams’ question regarding the cost of adding an additional connection, Mr. Heath would present a schematic and an estimate. Mr. Adams requested a proposal.

Mr. Rick Lane, a resident, stated that the water pressure issue needed to be resolved. Every year, he had to replace sod, in certain areas, because his lawn lacked sufficient irrigation.

Ms. Trudy Kidner, a resident, wanted to know what the CDD planned to do with \$32,000 that was redistributed to the District from Pasco County. Mr. Adams would address the excess fee distribution during the “Financial Matters” portion of the Agenda.

Mr. Dick Heiser, a resident, stated that there was an issue with the retention pond on the side of his house. After waiting many years, stakes were placed in the ground and the area was being monitored for movement. He could not walk around the side of his house, on a level surface, and the foundation had shifted. He wanted the area restored. Mr. Heath examined the property, surveyed the slope, from the house down, to document what was occurring, and would continue to monitor the dwelling.

THIRD ORDER OF BUSINESS

Discussion Items: *(Requested by Supervisor Goulette)*

A. Finance Matters

Mr. Adams stated a majority of the residents were notified that the Pasco County Tax Collector returned funds to the CDD. The returned funds were related to excess fees collected but not incurred. Over the course of 11 years, the total rebated back to the CDD was approximately \$32,500. Each year, the amount ranged from \$1,300 to \$4,400. The CDD would lose money if it split \$1,400 and mailed checks to each home in the CDD. Generally, rebated funds were added to the District’s revenue, as miscellaneous income, and used to address CDD-related matters and unforeseen expenses. In the event that there was a surplus in the fund balance, residents could realize a reduction in their assessments. Mr. Cutshall stated that an

article in the Tampa Bay Times was misleading and read an email response sent by Mr. Mike Fasano, Pasco County Tax Collector, explaining the misunderstanding, what the returned funds were related to, who received them, etc. In response to a question, Mr. Adams stated that incoming revenues would be reflected in the unaudited financials. A question was raised regarding who reviews invoices. Mr. Adams reviews and approves invoices. A check register could be included in the unaudited financial statements but it was not standard to include the actual invoices. In response to a question, Mr. Adams was not aware of the CDD paying any late fees; Management generally pays bills within 20 to 30 days.

B. Retention Pond Maintenance

Mr. Walsh stated that everything relating to the ponds, banks, inlets and the golf course, on the west side, was Mr. Goulette’s responsibility and everything on the east side was Mr. Walsh’s responsibility. Mr. Russell discussed the responsibilities of the Supervisors assigned to this task and who they would interact with. Discussion ensued about curb repairs, sidewalk issues, lighting certain areas, the cost of lighting, light poles, power poles, transformers and meters. Mr. Russell asked Mr. Cutshall to investigate the lighting issue and present his findings.

In response to a question about pond inspection, Mr. Heath stated that the permitting agency inspected the ponds every five years. Mr. Russell recalled that LakeMasters Aquatic Weed Control, Inc. (LakeMasters) performed pond inspections for the CDD. Mr. Zimmerman doubted that the Environmental Dry Retention Areas (EDRAs) and inlets were “properly-maintained and up-to-date,” as stated by Mr. Ansley, at the last meeting minutes. Mr. Russell asked if the dry ponds were designed to be higher than the outlets. Mr. Ansley stated that a lot of the areas were wet, and stayed wet for quite some time; which was the issue. Discussion ensued regarding maintenance, drainage and excavating equipment. Mr. Ansley would contact Sunbelt Rentals (Sunbelt) and commence the project, pending approval. The work would be completed within a couple of days. Further discussion ensued. Mr. Russell stated that funds were budgeted to rent the necessary equipment to maintain the inlets and retention areas on the golf course. Mr. Goulette wanted the inlets to be cleaned and receive a progress report within two weeks.

On MOTION by Mr. Goulette and seconded by Mr. Russell, with all in favor, maintenance of the EDRAs with rental equipment in the amount of \$500, was approved.

Mr. Goulette previously questioned if certain products and herbicides were safe to use. Herbicides sprayed on the banks killed weeds but washed down the banks with the irrigation. Mr. Burns stated that the issue was addressed in the Modified Maintenance Agreement. Discussion ensued regarding approved herbicides such as Roundup®, and spraying the ponds. Mr. Ansly apologized to the Board for misspeaking on this issue during the previous meeting.

C. Distribution of Agenda Packages

In response to Mr. Russell's question regarding minutes previously being available, at the Clubhouse, Mr. Adams stated that, by law, Management was required to create a website for the CDD to post the agendas, minutes and other CDD-related documents. The District could have a computer in the Clubhouse for public use to access the CDD's website. In response to Mr. Cutshall's question regarding whether drafts of minutes were posted, individually, Mr. Adams stated that the draft minutes were on the website, as part of the posted agenda package. Posting unapproved draft minutes was not customary; however it could be arranged as per Board approval.

D. Contracts and Agreements

In response to a question regarding contracts and agreements, Mr. Adams stated that copies of contracts and agreements were not on the website but were available, upon request, and could be posted on the website; however, it was not a requirement to post contracts and agreements. Generally, all items discussed during the meetings were public records and very few matters that the CDD dealt with were exempted from the public.

Mr. Russell stated that Mr. Burns and Mr. Ansley submitted a list of plants to be replaced, on the golf course, near EDRA #17, and referenced two sales orders. In response to Mr. Russell's question about how much work was completed before the new Board was installed, Mr. Burns stated that many areas were weeded and sprayed and mulch and plant quotes to finish the job were obtained. Mr. Russell recalled that, the previous year, an outside contractor was hired to apply mulch in three areas, at the cost of \$6,000 and believed that the costs this year should be divided between the CDD and the HOA. Mr. Burns stated that he would confer with the General Manager. A Board Member voiced his opinion that CDD projects should be paid for by the CDD and the HOA should pay for its projects; costs should not be divided between the two entities. Discussion ensued regarding the irrigation, which EDRA's needed maintenance and the cost of maintenance.

On MOTION by Mr. Russell and seconded by Mr. Nelson, with all in favor, hiring an outside contractor to apply mulch, in EDRA 40, 20B and 24, in a not-to-exceed amount of \$6,400, was approved.

Mr. Russell stated that the Board wanted to know who would maintain the property during the different seasons. Mr. Crusselle stated it was always maintained in the past. The grass in the retention areas was being mowed too short; it should be maintained at 4". Discussion ensued regarding the appearance of areas, length of the grass, different types of grass, division of maintenance, golf course maintenance, EDRA's, EWRAs, the CDD work and mowing schedules.

FOURTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2016

Mr. Adams presented the Unaudited Financial Statements as of December 31, 2016. Assessment revenue collections were at 86%.

FIFTH ORDER OF BUSINESS

Approval of December 12, 2016 Regular Meeting Minutes

Mr. Adams presented the December 12, 2016 Regular Meeting Minutes and asked for any additions, deletions or corrections.

Mr. Goulette stated that Mr. Jeffrey Siewert, of Bayside Engineering, was still listed as the District Engineer. Mr. Adams would have the distribution list updated to reflect Mr. Heath, of Stroud Engineering Consultants, as the District Engineer.

On MOTION by Mr. Nelson and seconded by Mr. Cutshall, with all in favor, the December 12, 2016 Regular Meeting Minutes, as presented, were approved.

SIXTH ORDER OF BUSINESS

Assignment of Duties: Board Member Reports

- A. **Ponds and Lakes: *Supervisor Goulette (West), Supervisor Walsh (East)***
- B. **Finance Matters and Negotiations: *Supervisor Russell***

- C. **Reclaimed Water Project: *Supervisor Raymond Russell***
- D. **Golf Course and Surrounding Areas: *Supervisor Jack Nelson***
 Supervisor assignments were as listed above.

SEVENTH 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***

In response to Mr. Russell’s question regarding the Reclaimed Water project, Mr. Heath was not sure when the contract would end. Mr. Russell asked if a key was at the maintenance barn and if staff was taught how to use it. It was noted that the plans must be provided. Regarding when the District would no longer be responsible for the reclaimed water system, Mr. Adams would ask District Counsel to prepare an acknowledgement and conveyance agreement, to convey the system to the County.

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

- i. **NEXT MEETING: April 11, 2017 at 2:00 P.M.**

The next meeting will be held on April 11, 2017 at 2:00 p.m.

EIGHTH ORDER OF BUSINESS

Supervisors’ Requests

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

NINTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Walsh and seconded by Mr. Goulette, with all in favor, the meeting adjourned at 3:38 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair