

**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, April 11, 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	Wrathell, Hunt and Associates, LLC
Kurt Heath	District Engineer
John Burns	Golf Course Superintendent
Chris Ansley	Assistant GC Superintendent
Stephanie Nunziana	Resident
Bonnie Walsh	Resident
Herb Elliot	Resident
Margaret McCoy	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.

Item 7E, “Lighting, Mosquito Control, Front Property – *Bart Cutshall*,” would be added to today’s agenda and be included, under Board Member Reports, going forward.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Mr. Russell congratulated Mr. John Walsh and Mr. Goulette for their thorough work on the golf course. Mr. Burns stated that approximately 20 to 24 grates deteriorated and the mountings were rusted and may require attention. Mr. Walsh stated that a few of the grate foundations were deteriorating. A list of repair items was compiled. Discussion ensued

regarding specific areas where grates needed to be repaired and replaced. Mr. Russell stated the grates should be measured, precisely, to avoid funding unnecessary services or supplies. Mr. Adams asked for exact measurements and would purchase and deliver the materials.

Ms. Stephanie Nunziana, a resident, stated that Environmental Dry Retention Area (EDRA) #25 was unkept and wanted to know what, if anything, the CDD intended to do about it. Mr. Russell recalled that the District used to request that homeowners place 360 degree heads on all sprinklers. Mr. Ansley stated that the Breland slope never had irrigation, other than homeowners being asked to utilize 360 degree sprinklers, which was later downgraded to 160 degree sprinklers. Ms. Nunziana asked if reverting to 360 degree sprinkler heads would resolve the issue. Mr. Russell stated that, since the CDD was currently using reclaimed water, homeowners could revert to the 360 degree sprinklers, and would not be charged extra. Homeowners were encouraged to make the change and report their findings, at the next meeting. Ms. Nunziana asked if there was ever an issue regarding whether the CDD or the Village was responsible for payment. Mr. Russell stated that, once the reclaimed water system was installed, homeowners were informed that they could water their lawns twice per week, or more, and, at the present time, there was no billing from Pasco County. In response to Ms. Nunziana's questions regarding the location of the sprinklers and who would facilitate the upgrade, Mr. Ansley replied that the sprinklers were on homeowners' properties, at the top of the hill. The irrigation contractor could upgrade the sprinklers; however, authority from the CDD, to add additional irrigation, would be necessary. The Board must consider cost and who would be responsible for payment. Discussion ensued regarding irrigation control and the water source. Mr. Russell stated that the CDD would consider pricing and ensure that the 360 degree sprinklers were installed.

Ms. Margaret McCoy, a resident, presented photographs of the area behind her home illustrating that the sod had not been replenished and the grass was vanishing. She wanted to know who was responsible for maintenance. Mr. Ansley would inspect the area. In response to a question regarding the time frame, Mr. Russell would confer with Operations Staff to accelerate the response time.

THIRD ORDER OF BUSINESS

**Consideration of Heritage Pines
Community Association (HPCA)
Amended Maintenance Agreement**

Mr. Russell stated that the Board should consider how to amend the Maintenance Agreement, and mentioned adding an appendix. Mr. Cutshall met with Mr. Bill Crusselle regarding the Agreement. Mr. Crusselle made certain changes to the original draft, and wanted to add a 180-day termination clause. Mr. Cutshall disagreed and felt that all amendments should be discussed and considered. Since Mr. Crusselle was unavailable, Mr. Russell suggested tabling this item. Mr. Crusselle was concerned about the termination clause and revisions. Discussion ensued regarding maintenance of the inlets, EDRA basins, drains and excavation equipment. Mr. Russell urged the Board to forward all comments to Mr. Cutshall, in advance of the next meeting. Mr. Adams would implement the comments into a draft, circulate the document and present a final version, at the next meeting.

Mr. Goulette stated that the ponds were in need of inspection and maintenance and recommended that the District Engineer examine them. Mr. Russell asked for an inspection of the drains on Grand Club Drive, as many areas on the golf course were slated for repair, in the coming weeks, and the drains should be included. Mr. Heath would inspect the drains on Grand Club Drive.

FOURTH ORDER OF BUSINESS

Discussion/Consideration: District Manager’s Revised Operating Procedures

A. Consideration of Resolution 2017-2, Electing Officers of the District

Mr. Adams presented Resolution 2017-2 for the Board’s consideration. Mr. Jeff Pinder, Wrathell, Hunt and Associates, LLC Corporate Controller, would be added to the slate of officers as Assistant Treasurer. This would enable Mr. Pinder to interact with the bank, on the District’s behalf, whenever Mr. Wrathell was unavailable. The slate of officers would remain unchanged, except for the addition of Mr. Pinder as Assistant Treasurer. No other nominations were made. The slate of officers was as follows:

Chair	Raymond Russell
Vice Chair	Jack Nelson
Secretary	Chuck Adams
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder
Assistant Secretary	Neil Goulette

Assistant Secretary	Michael Walsh
Assistant Secretary	Bart Cutshall
Assistant Secretary	Craig Wrathell

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, Resolution 2017-2, Electing Officers of the District, as stated, with the addition of Mr. Pinder, as Assistant Treasurer, was adopted.

B. Consideration of Resolution 2017-3, Designating the Authorized Signatories for the District’s Operating Bank Account(s)

Mr. Adams presented Resolution 2017-3 for the Board’s consideration. The Chair, Vice Chair, Treasurer and Assistant Treasurer would be designated as authorized signatories on the District’s operating account and Mr. Wrathell must countersign all warrants and checks.

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, Resolution 2017-3, Designating the Authorized Signatories for the District’s Operating Bank Account(s), was adopted.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 28, 2017

Mr. Adams presented the Unaudited Financial Statements as of February 28, 2017. The pro-rated budget percentage was 42%. Assessment revenue collections were at 93%.

Mr. Goulette inquired about the invoices that he previously requested to receive, under separate cover, going forward. Mr. Adams stated that invoices would be compiled and sent, along with the unaudited financials, as previously requested and agreed upon.

SIXTH ORDER OF BUSINESS

Approval of February 14, 2017 Regular Meeting Minutes

Mr. Adams presented the February 14, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Line 109: Change “Mr. Nelson” to “Mr. Goulette”

In response to Mr. Goulette’s question about herbicides, Mr. Burns stated that the herbicides were approved by the State and the EPA. Discussion ensued regarding specific herbicides, landscape equipment and protective garments worn while spraying herbicides.

Line 113: Change “Mr. Burns” to “Mr. Ansley”

On MOTION by Mr. Nelson and seconded by Mr. Russell, with all in favor, the February 14, 2017 Regular Meeting Minutes, as amended, were approved.

SEVENTH ORDER OF BUSINESS

Assignment of Duties: Board Member Reports

▪ **Reclaimed Water Project: Supervisor Raymond Russell**

****This item, previously Item 7C, was presented out of order.****

Mr. Russell recalled that, in a previous meeting, a resident requested a second connection for the Hilltop Village irrigation system, to improve water pressure. Proposals were obtained and the estimated cost was \$10,000. Mr. Heath provided a brief history, explaining the root cause of the water pressure issue at Hilltop Village. The installation was based on the irrigation schematic and allowed only one connection and meter for the reclaimed water system. The original design had the connection almost in the center of Hilltop Village, on the north side, but was not installed in the location due to the water pressure issue. Mr. Heath believed that an alternative approach could cost \$5,000 to \$10,000, and require less construction. The original design involved going under the road, impacting one driveway and installing multiple borings, requiring 350’ of piping. A less invasive approach required installing one boring, under the road, with 150’ less piping. In response to Mr. Russell’s question, Mr. Heath stated that he spoke to the contractor but had not discussed the alternative approach, which could cost less and yield the same outcome. Discussion ensued regarding the contract, water pressure, piping, controllers and irrigation systems. Mr. Heath would secure an estimate for the alternative installation method. Mr. Russell asked for assurance as to whether the cheaper, alternative method would increase the pressure and prevent having to redo the work. Mr. Heath replied affirmatively.

On MOTION by Mr. Russell and seconded by Mr. Nelson, with all in favor, authorizing the second reclaimed water connection to improve water pressure at Hilltop Village, in a not-to-exceed amount of \$10,000, was approved.

▪ **Finance Matters and Negotiations: *Supervisor Russell***

******This item, previously Item 7B, was presented out of order.******

Mr. Russell stated that, in 2018, a government edict, related to diesel engines, could impact the CDD’s machinery and equipment and asked Management to account for the increase, in the Fiscal Year 2018 budget. Regarding the landscaping improvements, thus far, \$14,000 was spent on shrubbery and mulch, which was necessary, as it had been four years since the District enhanced the grounds. Mr. Nelson stated that certain areas were not maintained or enhanced.

Mr. Nelson reported that plants and mulch were ordered and would be installed in EDRA #7. Mr. Goulette stated that the plants in EDRA #7 wilted and mulching would prove ineffective, unless the water was redirected. Mr. Nelson stated that the same situation existed in EDRA #7; there was significant erosion and build-up, underneath the retention area. Mr. Heath would inspect the area to determine remedies. In response to a question, Mr. Heath stated that the issue with EDRA #7 was due to a broken pipe and defective sprinkler. Although the sprinkler was repaired, there was still build-up, underneath. Mr. Goulette asked for a remedy for EDRA #18, as plants did not grow well or absorb water, on the slope. Discussion ensued regarding sod installation and other remedies to curtail erosion. In response to Mr. Russell’s question regarding who would maintain the golf course in the summer, Mr. Ansley felt that the grounds crew was sufficient; however, hiring additional workers could be considered. Discussion ensued regarding the budget, recruiting workers, equipment and maintenance costs. Mr. Adams stated there was an existing Agreement for the Association to manage the EDRAs, and the Agreement was amended and restated, based on actual costs. The District’s actual expenditures were \$20,000 short of budget. The budget could be augmented to facilitate hiring an outside contractor for occasional golf course maintenance, if necessary, during the summer. With \$80,000 in the maintenance budget, the District could afford to spend the necessary funds to secure the necessary level of service. Mr. Ansley would investigate the cost to hire additional staff. Mr. Russell did not want to spend another \$14,000 on shrubbery, as it was too costly and time-consuming. In response to a question regarding the \$87,000 budgeted for maintenance, Mr. Adams stated that \$87,000 was budgeted when ValleyCrest was the landscaper. That amount

resulted in a profit markup, which was sufficient to obtain the correct level of service, or possibly increase it.

A. Ponds and Lakes: *Supervisor Goulette (West), Supervisor Walsh (East)*

Mr. Walsh stated that the Retention Area Review that he and Mr. Goulette submitted, covered everything; however, some items could be emphasized, further. EDRA #57 had a well apparatus and missing and loose covers on the electrical boxes. A Board Member stated that it was a secondary well, for Pine Crest Village, which was abandoned. Mr. Walsh asked if the fence line, behind the trees, should be mowed, as it was CDD property. Discussion ensued regarding the fence, the property line and different methods of maintenance. NWRA #34b, behind a common area, had a sinkhole where someone was depositing yard waste. Mr. Ansley would investigate. Mr. Walsh stated that a water inlet, near EDRA #40, was washed out. Mr. Ansley stated that it caved in because the drain was located above the bottom of the pond, causing it to erode. He would confer with the District Engineer to consider repair options.

Mr. Goulette asked why the Maintenance Agreement listed the cost as \$87,000, per year, or \$7,250, per month. Mr. Adams stated that the Agreement referenced was outdated and was amended and restated. A Board Member commented that the Amended Agreement was worded similarly. Mr. Adams stated that the Amended Agreement reflected actual costs, and was the way that the CDD was currently being billed.

B. Finance Matters and Negotiations: *Supervisor Russell*

This item was presented before Item 7A.

C. Reclaimed Water Project: *Supervisor Raymond Russell*

This item was presented before Item 7A.

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

Mr. Nelson stated that the Retention Area Report, completed by Mr. Goulette and Mr. Walsh, was thorough and well done. The golf course looked good, except that several areas that were mulched needed to be sprayed for weeds. In response to Mr. Nelson's question, Mr. Ansley stated that EDRA #8 would be maintained in two weeks.

E. Lighting, Mosquito Control, Front Property: *Supervisor Bart Cutshall*

Mr. Cutshall intended to increase lighting, as certain areas were extremely dark at night and dangerous. Funds for lighting improvements should be included in the Fiscal Year 2018 and 2019 budgets. In response to a question regarding Rolling Hills Loop, Mr. Cutshall inspected it and felt that it could be addressed in Fiscal Year 2019. LED light bulbs were inexpensive, yet

more intense than regular bulbs, and would more efficiently illuminate the community. If the District installed LED bulbs on all 1400 homes, it would eliminate the need for tall lampposts, which were costly and unsightly. Discussion ensued regarding LED lighting and specific neighborhoods that needed better lighting.

Regarding mosquito control, Pasco County monitored and treated outbreaks; traps were placed in the area but not on CDD property. Residents should report increased mosquito activity to Pasco County, directly. Most spraying would occur during the evening.

Mr. Cutshall met with Ms. Deb Tribbey and Mr. Herb Elliot, naturalists and curators of the Elliot site property. They discovered a species of fauna, resembling a fern, dating back to the dinosaur era, and they maintain the smallest species of orchid in the world in a minute tank. The Elliot site is a valuable asset that is protected by the State. Mr. Cutshall stated that there were issues with soil erosion on the site, along the sinkhole, and was unsure whether the CDD was responsible. Ms. Tribbey was monitoring the area and believed that cypress trees would grow and stabilize the sinkhole area.

Mr. Cutshall heard an account of a golfer retrieving a ball by entering fenced off protected sites and one golf cart was spotted in a retention area. Discussion ensued regarding erecting a gate, specific fenced areas, EDRA's and erosion. The Board was asked to remind Golf Association members that it was illegal to enter the protected sites and all golfers should keep out of retention ponds.

EIGHTH 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 would obtain an additional estimate for the alternate irrigation connection and schedule a meeting with the contractor and Mrs. Adams within the next week. Per Mr. Russell's request, Mr. Heath would inspect Grand Club Drive and report his findings.

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

i. NEXT MEETING: June 13, 2017 at 2:00 P.M.

The next meeting will be held on June 13, 2017 at 2:00 p.m., at this location. The Audited Financial Report for Fiscal Year 2016 and a draft of the proposed Fiscal Year 2018

budget would be presented. Mr. Adams stated that all requests for CDD projects be submitted, in advance of the next meeting, for incorporation and inclusion in the proposed budget.

NINTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Russell wanted the Amended Maintenance Contract completed, by the next meeting. Mr. Adams asked the Board to email their comments for him to compile and incorporate into a draft to circulate. Discussion ensued regarding Maintenance Agreement revisions. The primary issue was the change from a flat rate to actual costs.

Mr. Russell asked why, in the Maintenance Agreement, the CDD was responsible for maintaining certain portions of the community. Mr. Adams stated that the CDD and the HOA had a similar resident/payer; therefore, one entity needed to assume ownership. Discussion ensued regarding the Elliot site and maintenance of it.

In response to a question, Mr. Adams stated that the CDD would turn the reclaimed water system over to the County. An agreement was previously drafted to effectuate the transfer. Mr. Adams would provide an update at the next meeting. Further discussion ensued.


TENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Nelson and seconded by Mr. Cutshall with all in favor, the meeting adjourned at 3:35 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair