

**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, June 13, 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
John Burns	Golf Course Superintendent
Chris Ansley	Assistant GC Superintendent
Stephen Riggs (<i>via telephone</i>)	Carr, Riggs & Ingram, LLC
Bonnie Walsh	Resident
Debra Tribbey	Resident
Mike Dillard	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 2:02 p.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

Mr. Mike Dillard, a resident, thanked the Board, on behalf of Hilltop Village residents, for following through on their commitment to install an irrigation system. Although the system appeared to be working well, it was not tested, due to reclaimed water restrictions. Mr. Goulette stated that, from 8:00 a.m., to 10:00 a.m., the system may be pressurized, for maintenance.

THIRD ORDER OF BUSINESS

Presentation of Audited Financial Statements for Fiscal Year Ended September 30, 2016, Prepared by Carr, Riggs & Ingram, LLC

Mr. Riggs stated that the “Independent Auditor’s Report”, on Pages 1 and 2, was a clean opinion. The “Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters”, on Pages 24 and 25, the “Management Letter, on Pages 26 and 27 and the “Independent Accountant’s Report, on Page 28, reflected no findings or instances of noncompliance.

Mr. Russell asked how the CDD compared with other Districts in the state. Mr. Riggs stated that the CDD was in the top 5% of Districts across the state. Financial affairs were in order and the books were clean.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2017-4, Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2016

Mr. Adams presented Resolution 2017-4.

On MOTION by Mr. Nelson and seconded by Mr. Russell, with all in favor, Resolution 2017-4, Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2016, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2017-5, Approving the District’s Proposed Budgets for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing an Effective Date

Mr. Adams presented Resolution 2017-5. The CDD was no longer making payments on the land purchase and a Letter of Satisfaction was received when the final payment was made. The \$72,000 collected in Fiscal Year 2017, as an increase to fund balance, was eliminated for Fiscal Year 2018. “Capital outlay (effluent project)” was fully collected. Funds may be added

for projects being considered for Fiscal Year 2018; however, to keep assessments level, \$146,000 would be available for capital projects.

On MOTION by Mr. Cutshall and seconded by Mr. Goulette, with all in favor, Resolution 2017-5, Approving the District's Proposed Budgets for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law for September 12, 2017 at 2:00 p.m., at this location; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Street Lighting Project for 2018 and 2019

Mr. Adams stated that the street lighting project would improve security and visibility in the community.

Referring to a handout, Mr. Cutshall noted where existing lighting was located on Grand Club Drive, to Scenic Hills Boulevard and back to Grand Club Drive, in the residential section, as well as by the tennis courts, up to the Clubhouse. Lighting was added in the back of Eagle Bend, on Heritage Point Drive, and on the Rolling Hills Loop curve. While on an inspection tour, Mr. Cutshall identified dark areas where lighting was required, for safety and security. The Heritage Pines Community Association (HPCA) installed a light at the bottom of Scenic Hills Boulevard and Grand Club Drive, which was similar to the 12' black pole with a 60-watt bulb offered by Withlacoochee River Electric Cooperative, Inc. (WREC).

Mr. Cutshall stated that the street lighting project was spread over two years. There was a one-time \$65 fee for installation, connection and maintenance, for one or more lights, and a \$1,287 deposit, per pole. The monthly rental fee was \$10 per unit, for a decorative 12' aluminum Wadsworth pole, and \$22.40 for a classic post-top LED pole. It would cost approximately \$350, per pole, to convert sodium vapor lights to LEDs; however, if the CDD waited until the existing lights burned out, WREC would convert them for free. The monthly electric cost would be \$32 per pole.

Referring to the proposal, Mr. Cutshall indicated the areas identified for Fiscal Years 2018 and 2019. In Fiscal Year 2018, approximately 22 lights would be installed. In keeping with the appearance of the community, the 12' Wadsworth poles were preferred. The 'per household' cost would be \$31.53. The estimated total project cost, for Fiscal Year 2018, would

be \$44,333, with two transformers, or \$39,000, without the transformers. The annual recurring cost would be approximately \$13,000. WREC would maintain the lights. The CDD's associated annual assessment would decrease from \$9.23 to approximately \$7.50, per household. For Fiscal Year 2019, the 12' Wadsworth poles would save about \$800, for installation, and the recurring operating cost would be \$5.70, per home.

Mr. Russell asked if Mr. Cutshall toured the villages on the lower end of the map because there were a number of dark areas. Mr. Cutshall stated that Option #3 was a more economical way to address them. If the two projects were combined, the total cost would be approximately \$87,000, or \$58.70 per home, per year, for installation, using the Wadsworth poles. The recurring cost would be approximately \$15 per year, per home.

Mr. Russell felt that additional explanation would be necessary when presenting the plan to the village Presidents and suggested choosing one village as a test. Mr. Cutshall wanted to address Webster Grove, between Grand Club Drive and Bent Pine Drive, and where Water Lily met Grand Club Drive, at the 4-way sign. Both locations had adjacent transformers and the cost would be \$65 to install two or all of them.

Mr. Cutshall discussed Option #3. HPCA bylaws dictated that single lamppost bulbs must be clear or energy efficient 60-watt bulbs. LED bulbs produce more light with less wattage and are more energy efficient. A one-time purchase of 1,406 bulbs would increase visibility at night without the intrusion of street lights. The estimated cost was \$6.27 per bulb. The bulbs would shine up to 10,000 hours, or almost three years, with 1,500 lumens of brightness. The villages could be illuminated by installing LED bulbs in the lampposts in front of houses; however, the HOA must change its guidelines from a 60-watt bulb to a 100-watt LED bulb. The 60-watt restriction was the manufacturer's restriction.

Mr. Walsh was uncomfortable making changes to HOA lampposts or changing bulbs, as it was the HOA's responsibility. Mr. Cutshall suggested asking the village Presidents, at the Council of Villages, to explain to residents that this was a way to resolve darkness in their community and LED bulbs would reduce electric bills.

Mr. Goulette stated that the HOA must approve the project because the HOA Board could receive negative criticism from residents. Mr. Cutshall stated if the project was presented correctly, it would be more acceptable, and offered to present the project at the Council of Villages.

Feedback was requested from the audience. Mr. Dillard stated that the overall concept was great. Ms. Debra Tribbey, a resident, felt that there would be an issue with ongoing maintenance but agreed that there was a safety issue and felt that the project was a reasonable solution for the dark areas. Ms. Bonnie Walsh, a resident, stated that it was difficult to predict how adding lighting would affect residents. Also, some street lamps were brighter and did not look uniform. Mr. Cutshall stated that WREC may be in the process of changing from sodium vapor to LED lighting. Ms. Walsh felt that everyone should use the same bulbs.

Mr. Adams stated that adding the entire cost for the Fiscal Year 2018 and 2019 phases, including the localized street light pole additions, along with the annual operating cost of \$21,000, would leave approximately \$58,500, to keep assessments the same, except for Pine Ridge assessments, which would be \$10 higher, requiring a mailed notice.

SEVENTH ORDER OF BUSINESS**Stabilization of Western Side of Paleo Park – Elliott Site**

Mr. Cutshall clarified that this item was related to the eastern side of Paleo Park, not the western side.

Ms. Tribbey stated that Paleo Park was a natural treasure that must be maintained. She identified, labeled and cataloged the native plants and Mr. Burns' staff removed invasives. Runoff and erosion were concerns on the eastern side, off of the golf course. Ground stabilization could be accomplished with plantings; however, there was no buffer for the runoff coming from the golf course and plantings or a berm might be necessary, on the east side of the fence. Ms. Tribbey was in favor of allocating funds, in the Fiscal Year 2018 budget, for maintenance enhancement.

Mr. Burns stated that he would inspect the area with Mr. Heath. Erosion was occurring as the water speed and volume increased down the hill. Stabilizing plant material would be chosen. Mr. Russell stated that the area was the EDRA #9 fairway. Mr. Burns stated that water must be channeled away from the area to prevent volume at that location. A report would be provided at the next meeting.

Mr. Ansley stated that six grates would be replaced along Grand Club Drive. Additional grates would be replaced next month, based on order of importance.

Mr. Cutshall stated that the amount requested to maintain the Paleo Park – Elliott Site was \$2,500, for plantings and irrigation. Ms. Tribbey stated that the amount was an estimate; she

was unable to obtain a definite quote. Ms. Tribbey wanted to plant trees that would develop over time, such as Cypress, to help stabilize the lake bank.

Mr. Goulette asked if a swale was built along the fence. Mr. Russell replied affirmatively. Mr. Goulette suggested making the swale deeper. Mr. Burns suggested building up the berm, on the fence side.

EIGHTH ORDER OF BUSINESS

**Consideration of Heritage Pines
Community Association Amended
Maintenance Agreement**

Mr. Russell distributed a handout and indicated that, from October through May, of Fiscal Year 2017, \$49,752.79 was spent for maintenance and the budget was \$81,000.

Mr. Goulette asked if the CDD would enforce the maintenance agreement. Mr. Russell replied affirmatively. Mr. Burns and Mr. Ansley agreed that the current agreement was not adequate.

On May 5, Mr. Goulette requested maintenance records for the two leased mowers. The small mower logged 176 hours and was leased in October, 2013. As of May 22, 2017, the mower had two oil changes and the blades were sharpened once. An oil change was recommended at 100 hours and a filter at 200 hours. The Board should decide whether to buy out the lease next October, for \$1, or lease a new mower and have a lease payment. Mr. Burns stated that staff was using the other mower because it was larger and more efficient and suggested purchasing a larger mower. Occasionally, staff used golf course mowers on CDD areas. Mr. Russell requested a quote for a mower with a larger deck. Mr. Adams stated that the mower was a lease purchase with the bank, not Toro, and the CDD would own the mower at the end of the 60-month lease term. Mr. Adams suggested purchasing a bigger deck for the small mower.

Mr. Goulette reviewed the maintenance records for the large mower and stated that, as of June 6, the mower had 3,029 hours and the oil had not been changed for almost 1,000 hours. Mr. Burns felt it was a record keeping error but would check with the mechanic. Mr. Ansley stated that, during the long maintenance lapse, a new mechanic was hired and the previous mechanic ceased keeping records.

Mr. Goulette discussed missing information in the maintenance records and stressed the importance of recording the cost of parts, for the next budget.

On MOTION by Mr. Nelson and seconded by Mr. Walsh, with all in favor, the Heritage Pines Community Association Amended Maintenance Agreement, was approved.

NINTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of April 30, 2017**

Mr. Adams presented the Unaudited Financial Statements as of April 30, 2017. Assessment revenue collections were at 99%.

Mr. Goulette asked if a chemical used by golf course staff was rated for aquatic use. Mr. Burns stated that the chemical was used in the beds in front of the Clubhouse and on plantings, not in an aquatic situation. Mr. Goulette stated that all ponds were aquatic. If the chemical was used on the banks, it could wash down and into the aquifer. Mr. Burns stated that staff did not use chemicals if heavy rain was anticipated. If used on the banks, the chemicals were watered into the soil; they were soil fast and did not erode to the bottom. Mr. Goulette received an email from Ms. Kim Dymond, with Southwest Florida Water Management District (SWFWMD), who advised that the product was not labeled for aquatic use. Protective clothing should be worn, which staff did not do. If employees were not wearing protective clothing and developed health issues, in the future, the employees may sue the HOA or the CDD. Mr. Burns would contact Ms. Dymond and ensure that the golf course was in compliance.

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, the Unaudited Financial Statements as of April 30, 2017, were approved.

TENTH ORDER OF BUSINESS**Approval of April 11, 2017 Regular Meeting Minutes**

Mr. Adams presented the April 11, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Lines 253 and 258: Change "Privy" to "Tribbey"

Line 39: Change "John Burns" to "Walsh"; change "Chris Ansley" to "Goulette"

Line 41: Change "Ansley" to "Walsh"

Lines 77 and 79: Change "Ansley" to "Cutshall"

Line 81: Change "Heath" to "Crusselle"

Line 175: Change "A Board Member" to "Mr. Russell"

Line 194: Change "8" to "#7"; change "#16" to "#7"; add "are" before "wilted"

Lines 196 and 198: Change "#11" to "#7"

On MOTION by Mr. Cutshall and seconded by Mr. Goulette, with all in favor, the April 11, 2017 Regular Meeting Minutes, as amended, were approved.

ELEVENTH ORDER OF BUSINESS

Assignment of Duties: Board Member Reports

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

Mr. Goulette stated that he and Mr. Walsh worked together on reviewing the ponds. No repairs were made to the drains or skimmers. The broken skimmer on #6 was still lying on the structure.

Mr. Walsh stated that the area of concern on the east side was the erosion on #11, behind the green, and questioned whether a drain should be installed or stone or cement should be added. Mr. Burns recalled previous issues in the area following heavy rain. Staff would assess the area and Mr. Heath may be able to provide options. Mr. Walsh inquired about an area on the tee box at #16. Mr. Ansley stated that the area was filled in and plants were installed, to divert the water.

B. Finance Matters and Negotiations: *Supervisor Russell*

Regarding negotiations, Mr. Russell stated that the Board approved the HPCA Amended Maintenance Agreement. Referring to a handout, Mr. Russell reiterated that, since October, the District spent \$49,752.79.

C. Reclaimed Water Project: *Supervisor Raymond Russell*

Mr. Heath stated that the reclaimed water project in Hilltop Village was an improvement to the existing irrigation system. At the last meeting, he reported that a quote was received for relieving water pressure issues. Subsequent to that meeting, another quote was obtained to tie in at another location, which was approximately \$1,000 less. Mr. Heath met with the irrigation vendor for Hilltop Village and discussed both options and the vendor recommended the less expensive option, which was in place and connected.

Mr. Russell stated that a contractor reviewed EDRA #25, where the land was sinking. The recommendation was to stack dirt with a bulldozer and sod it. Mr. Russell asked if a drawing was necessary from Mr. Heath. Mr. Heath stated that he would prepare base drawings and forward them to SWFWMD explain what was being done. Mr. Russell asked if this could be accomplished by the next meeting. Mr. Heath replied affirmatively. The area was surveyed, twice, and no changes were noted in the last nine months. There was not much room between the house and the slope going to the EDRA. The area could be re-graded; soil could be added on the berm and leveled, to provide more separation from the house. Another resident reported an erosion issue at 11124 Windrush Circle, on the irrigation pond, on #5.

Mr. Goulette asked if the County was paid for the reclaimed water project. Mr. Adams stated that the CDD did not receive a bill. Mr. Russell contacted the County, two or three times. Mr. Goulette asked if the sprinkler heads were replaced around the pond on EDRA #25. Mr. Russell replied affirmatively. Mr. Goulette asked if sprinkler heads were changed to 360 degree heads. Mr. Russell recalled that, at the last meeting, the conversion was placed on hold because it did not make sense to move soil up the hill and then install a new irrigation system. Mr. Goulette understood that the sprinkler heads would be replaced on the edge of the property line. Mr. Russell stated that residents did not want to spend money to water CDD property.

Mr. Russell requested a proposal from Mr. Burns and Mr. Ansley, as well as from Nathan, the contractor, for irrigation on EDRA #25.

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

Mr. Nelson toured the EDRA's and noted that weed spraying was necessary. Mr. Burns stated that spraying would continue. Mr. Nelson was not in favor of asking homeowners to water with 360 degree sprinkle heads and preferred to obtain an estimate for an irrigation system, as discussed.

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

Mr. Cutshall stated that mosquitoes would be more active with the rain. The firehouse adjoining CDD property was closed for fumigation because of bats. Bats eat their weight in mosquitoes, in one night; 20 or 30 bats live in his palm tree. Ms. Tribbey stated that bats lived in most palm trees. Mr. Cutshall stated that less than 10% of bats carry rabies. The County continues to monitor mosquitoes and sprayed several weeks ago.

Mr. Cutshall reported that there was nothing to report on the front property. He asked staff to accelerate the debris removal behind his house, on the other side of the fence. Mr. Burns stated that the area was mowed and bush hogged, along the fence line.

TWELFTH 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*

After the last meeting, Stroud Engineering Consultants, Inc. (Stroud) discussed the review conducted by Mr. Walsh and Mr. Goulette and performed an assessment in response to the Board's concerns about potential deficiencies or required maintenance to the drainage infrastructure. In April, a site assessment was performed to evaluate primary items of concern related to the performance of the drainage system, such as damage to the geoweb materials in certain sumps, water retainage within specific drainage sumps and erosion of side slopes and berms within specific retention ponds. Mr. Heath distributed a summary report. Geoweb was installed in many of the sumps to prevent erosion within the sump during heavy rains. One or two drainage outlets were higher than the pond bottom, which caused some erosion. The problem with sumps, over the years, was that water discharged from the drainage systems carried soils and grass clippings, which builds up and must be cleaned. During the mechanical excavation of the sumps, the underlying geoweb was damaged in several outlet locations. Mr. Matthew Hermann, a licensed Professional Engineer and expert in stormwater system design, assisted with the drainage outlet review. In Mr. Hermann's and Mr. Heath's opinions, it was not necessary to repair the geoweb, at this time. If erosion of the sump bottoms is observed, in the future, repairs may be warranted.

Mr. Goulette expressed concerns about mosquitoes being attracted to areas where water was leaking, following the excavation, because the sumps were lower. Mr. Goulette also inquired about the gabion baskets on EDRA #40A. Mr. Heath stated that repairs were necessary. The bags of concrete would be removed and the area would be re-graded. A normal Department of Transportation (DOT) riprap type base would be installed around the drainage outlet for erosion control.

With regard to the minimal erosion on the berms and side slopes of the ponds, irrigation was required to maintain the grass and prevent future erosion. During dry periods, the grass thins and dry, sandy soil loosens during mowing.

Mr. Cutshall inquired about the impact on the lining of the pond on Hole #5, where two charging pipes for reclaimed water were filtering into the pond. Mr. Heath walked the perimeter and, in some areas, the liner was exposed but water cascading on top of it should have no impact. Mr. Ansley stated that there was plenty of soil over the top. Mr. Cutshall suggested installing riprap to slow the water flow. Mr. Heath stated that some type of bedding might be added, over the top, to break it up.

With the impending rains, Mr. Russell wanted to spend conservatively to prevent having to assess residents for a disaster. Mr. Adams confirmed that the District was in a good financial position.

Mr. Goulette understood that Mr. Heath was going to provide an estimate for some of the maintenance and repairs. Mr. Heath stated that most of the maintenance items could be handled in-house. Mr. Burns stated that prices may be obtained and certain items may be outsourced. Mr. Ansley stated that staff had the capability to install the riprap section on EDRA #40A. Mr. Heath stated that quotes would be obtained for the grading work.

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

i. 1,959 Registered Voters in District as of April 15, 2017

There were 1,959 registered voters residing within the boundaries of the District as of April 15, 2017.

Mr. Nelson asked the purpose of reporting the number of registered voters. Mr. Adams stated that it was a statutory requirement of the Supervisor of Elections to provide each municipality with the registered voter information, within their boundaries; it was not pertinent to the Board.

Mr. Nelson recalled Mr. Adams indicating that, if the Board were to proceed with both phases of the lighting project, the District would still have approximately \$59,000 for potential flooding from a 10-year event. There were issues in the community due to poor lighting and safety was important. Mr. Nelson understood the importance of reserves to protect against floods but felt that the engineering work, after the last flood, should protect the District if another flood occurred. Mr. Nelson wanted the Board Members to consider the lighting program and discuss it at the next meeting. Mr. Adams stated that he included the funds in the proposed

budget. The one-time investment of \$66,000 would roll off in Fiscal Year 2019 and would be available to acquire another large mower without increasing assessments. Currently, the CDD had \$158,000 of unrestricted fund balance, which was just under 50% of the annual operating budget.

Mr. Goulette stated that the large mower was \$70,909 and the small mower, with a 60” deck, was \$8,902. The lease payments would be \$1,644.64, approximately \$400 more than the current payment. Mr. Nelson asked if bids were obtained for mowers. Mr. Burns stated that three bids were obtained.

ii. NEXT MEETING: July 11, 2017 at 2:00 P.M.

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

THIRTEENTH ORDER OF BUSINESS

Supervisors’ Requests

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

FOURTEENTH 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 4:30 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair