

**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, December 5, 2017 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
J. Bart Cutshall	Assistant Secretary
Neil Goulette	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 Center Superintendent
Chris Ansley	Assistant GC Superintendent

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 3:00 p.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments [3 minutes per person]

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Update: Lighting Project

Mr. Cutshall stated that he and Withlacoochee River Electric Cooperative, Inc. (WREC) visited three separate sites last week and another site was added to the project. He received a request for one at Windell Straw Way and, after observing how dark it was, it was included,

since they would already be in the area and it required only a single-bolt light. Stakes were installed as follows:

- Bent Pine Drive: three on the right side and two on the left side
- Windell Straw Way: one on the left side
- Grand Club Drive and Water Lily Lane: three

Mr. Cutshall stated that WREC suggested installing a tall cobra light on Bent Pine Drive; however, the decision to continue with the decorative classic post top was made because it emitted more light, aims downward, did not radiant out and the same would be installed at Grand Club Drive, Water Lily Lane and Windell Straw Way, commencing in December or January. Mr. Adams would check on the status of the deposit and to send the invoices to Mr. Russell. Following completion, Phase 2 could commence.

Because of the vandalism over the weekend, which resulted in a few broken and stolen lights, Mr. Cutshall suggested installing a double pole light in front of the guardhouse. The police report was pending. A local Deputy advised Mr. Adams that there were several thefts in the area, over the last couple of weeks. Discussion ensued regarding the guard having difficulty seeing from inside the guardhouse, the type of lights to install, obtaining recommendations from WREC, whether the HOA should get involved and if more cameras should be installed, as a preventative measure. Mr. Cutshall would obtain estimates and present them at a future meeting. There were sufficient funds in the lighting budget for additional lighting.

FOURTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2017

Mr. Russell presented the Unaudited Financial Statements as of October 31, 2017. Mr. Goulette asked why the backup for the \$570 MCH Engineering invoice was not provided. Mr. Heath stated he would forward it; the expense was for the design of the EDRA #25 for sculpting and bringing the sod up. Discussion ensued regarding why the engineering expense exceeded budget, unforeseen engineering work, estimating the number of hourly rate professional services needed, etc. Mr. Adams suggested increasing the “Engineering” budget line item, during the next budget discussions and, if not used, the funds would move into the surplus fund balance and, if expenses exceed budget, fund balance would be used to offset the overage.

Mr. Goulette stated that he received the July, August and September's invoices the first week of October and thought his request to receive monthly invoices had been straightened out. Mr. Adams stated the Board can expect to receive invoices monthly; the three months of invoices were to get caught up. Mr. Russell stated that the engineering expenses might be over budget because he requested several on-site meetings with Mr. Heath, Mr. Burns and Mr. Ansley to discuss golf course issues and because the District must submit a report for every village to the Southwest Florida Water Management District (SWFWMD). Mr. Goulette understood but was adamant that he receive the invoices monthly. A Board Member questioned why Freehand herbicide was being used, which, from discussions in March and an email from SWFWMD, its use would not be allowed. Mr. Burns stated that it is a landscape tree emerge and, as far as he knew, it was a legal material to use in flower beds. He will contact SWFWMD directly to confirm.

Discussion ensued regarding maintenance records and whether equipment maintenance was not up-to-date or not properly logged.

Discussion ensued as to whether Mr. Burns contacted Toro to trade in the old golf equipment and purchase new equipment. Mr. Burns stated a deal was made with Toro to purchase a new MBX cart for golf maintenance and Toro would buy the old vehicle for market value, so he expects, when the time comes to change out the 4,000, the same will apply for equipment as well. The objective is to monitor, maintain, repair and document the current equipment properly and push use as far as possible before considering trading in or making new purchases.

FIFTH ORDER OF BUSINESS

Approval of October 10, 2017 Regular Meeting Minutes

Mr. Adams presented the October 10, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Line 38: Change "South" to "Southwest"

Line 38 and throughout: Change "SFWMD" to "SWFWMD"

Line 127: Change "%" to "times"

Line 237: Change "Volusia" to "Pasco"

In response to the question of why the Board did not receive the draft minutes in advance, Mr. Adams explained the transcription process and that minutes are transcribed just prior to the next meeting.

A Board Member stated that he would have liked to have been able to refer back to the comments made on repairing the riprap on Pond #40 where they discussed exploring less expensive alternatives.

➤ **Golf Course and Surrounding Areas: *Supervisor Jack Nelson***

******This item, previously Item 6D, was presented out of order.******

Mr. Nelson commented that the swale, along the top nine golf course, looked good but questioned why the sod was not installed with the cement. Mr. Heath replied that sodding would occur in March or April, which was the ideal time. Mr. Nelson stated there were 10' to 12' high weeds growing on Pond #7 and they also needed to bury the wires running across the ground on the east side of #18, where two control boxes were recently repaired.

Mr. Russell asked if the open line at #40 was a leak or if the pipe was broken. Mr. Burns explained, because the irrigation runs along Bent Pine, between the sidewalk and the street, they were going to reconnect it from the village water line to the District's water, which runs in the bottom on the pond, putting it to the back entrance at #14. Within the next couple of weeks the water line would be tied into to resupply the valve on #40 that runs the strip on the side on the pond and tie into the water line at the bottom of the retention pond. That is being done so that the Club would not have to pay the village twice.

Mr. Russell asked what would happen and who would be responsible if torrential rains occurred before the sod was installed in the spring. Mr. Burns stated that is why the area was immediately seeded; he did not anticipate a lot of rainfall and the seeds already started to germinate; however, if erosion occurs, it would be repaired. Mr. Walsh wanted to know if any work was done to the drainage to #19 and EDRA #52 to stop erosion, possibly having to wait until the area dries out.

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, the October 10, 2017 Regular Meeting Minutes, as amended, were approved.

SIXTH ORDER OF BUSINESS**Assignment of Duties: Board Member Reports****A. Golf Course Surrounding Areas: *Supervisor Goulette (West), Supervisor Walsh (East)***

This item was discussed during the Fifth Order of Business

B. Finance Matters and Negotiations: *Supervisor Russell*

In addition to the items discussed earlier, Mr. Russell stated that the Engineer accepted the 40 and 15-day stipulation that they added to the contract and that the audit would be deducted. It was confirmed that the invoice included a \$2,400 credit in sod.

C. Reclaimed Water Project: *Supervisor Raymond Russell*

Mr. Russell requested that the riprap be cut so the water could go through. Discussion ensued regarding whether Schaer, as part of their scope of services, should clean it up or if the Golf Course should do it. It was suggested that Mr. Burns contact Schaer to find out when they could clean it up.

Mr. Russell addressed Mr. Cutshall and Mr. Nelson regarding the natural water on #38, near the 17th fairway. He and Mr. Adams viewed the area, and discussed fish. He asked if there were any objections to the suggestion to add tilapia and other fish, once the water warms up. Adding fish could help control the growth occurring under the surface, as well as control the vegetative natural buffer. In response to a question Mr. Adams stated that thousands of tilapia and carp would be released.

Regarding the contractor's work on the manhole, Mr. Russell asked, if there was anything further that needed to be done, now that the sod was laid. It was noted that the sod portion would be completed today and it must be watered, periodically; it would be monitored, especially during the rainy season.

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

This item should be removed from all future agendas.

E. Lighting, Mosquito Control, Front Property: *Supervisors Cutshall and Nelson*

Mr. Cutshall stated there was nothing further to discuss regarding lighting. Mosquito control was being monitored but, with the drop in temperature, there was less mosquito activity. The Front Property and the entire District were losing a lot of pine trees and asked if the Board would consider harvesting the remaining pine trees and replanting with new growth, similar to

what was done on U.S. Route 19, going towards State Road 50, where each side of the road was harvested and, within two years, the area became very dense.

Discussion occurred regarding whether to harvest the pine trees, concerns and suggestions, including possibly eliminating the sound buffer, harvesting taller trees and planting younger trees in available spaces, whether younger trees would survive, etc. Mr. Russell suggested confirming how many trees have fallen, developing ideas to remove and clean up the area and discussing this at another meeting.

▪ **Paleo Park**

****This item was an addition to the agenda.****

Mr. Cutshall stated the drain work between the 9th Fairway and Paleo Park was finished. Discussion ensued regarding a recent fish kill and whether it was due to run off and fertilization from the golf course or due to the recent cold snap. Samples would be taken. Mr. Cutshall suggested that the CDD and the golf course consider splitting the cost of the drain since, both parties benefit from it.

Discussion ensued regarding the policy and procedures for dealing with depressions, as the community is susceptible to depressions. Mr. Russell suggested that he, Mr. Walsh, Mr. Heath and Mr. Nelson work on developing a policy. Mr. Heath would ask other engineering firms if they have general guidelines and what protocol they use when working with underground issues, including costs associated with various depths of depression. Mr. Cutshall voiced his opinion that, without having a policy, the District could be open to significant liability. Once a final draft is completed, it should be forwarded to District Counsel for review.

Mr. Russell asked Mr. Burns and Mr. Ansley to submit a more comprehensive, prioritized list of the areas to be mulched so that the District does not get billed repeatedly. Because of the brief window to plant certain materials, he requested a list of plants that need to be replaced.

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*

There being no report, the next item followed.

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

i. NEXT MEETING: February 13, 2018 at 2:00 P.M.

The next meeting will be held on February 13, 2018 at 2:00 p.m., at this location.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests

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


NINTH ORDER OF BUSINESS

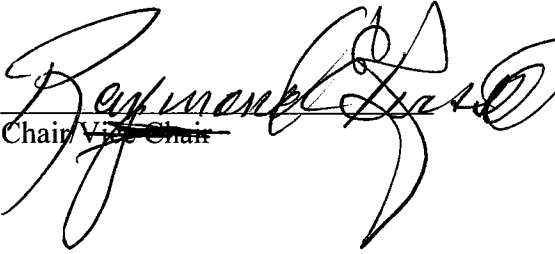
Adjournment

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Russell and seconded by Mr. Nelson,
with all in favor, the meeting adjourned at 3:48 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


~~Secretary Assistant Secretary~~


~~Chair Vice Chair~~