

HERITAGE PINES
COMMUNITY DEVELOPMENT
DISTRICT

REGULAR MEETING
AGENDA

April 10, 2018

Heritage Pines Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431
Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-free: (877) 276-0889

April 3, 2018

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, April 10, 2018 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 – Agenda Items [3 minutes per person]
3. Update: Lighting Project
4. Discussion: EDRA Maintenance Agreement with Heritage Pines Community Association (HPCA)
5. Notice of General Election: November 6, 2018
 - Official Candidate Qualifying Period: Noon, June 18, 2018 – Noon, June 22, 2018
 - Candidates May Pre-Qualify Beginning June 4, 2018 at 10:00 A.M.
 - Consideration of Resolution 2018-01, Implementing Section 190.006(3)(A)(2)(C), Florida Statutes, and Instructing the Pasco County Supervisor of Elections to Conduct the District's General Election [Seats 4 & 5]
6. Acceptance of Unaudited Financial Statements as of February 28, 2018
7. Approval of February 13, 2018 Regular Meeting Minutes
8. Assignment of Duties: Board Member Reports
 - A. Golf Course Surrounding Areas: *Supervisor Goulette (West), Supervisor Walsh (East)*
 - B. Finance Matters and Negotiations: *Supervisor Russell*
 - C. Reclaimed Water Project: *Supervisor Raymond Russell*

ATTENDEES:

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

- D. Lighting, Mosquito Control, Front Property: *Supervisors Bart Cutshall and Jack Nelson*

- 9. 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: June 12, 2018 at 2:00 P.M.

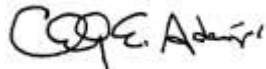
- 10. Audience Comments – Non-Agenda Items [3 minutes per person]

- 11. Supervisors’ Requests

- 12. 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**

5

RESOLUTION 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3)(A)(2)(c), FLORIDA STATUTES, AND INSTRUCTING THE PASCO COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT’S GENERAL ELECTION

WHEREAS, the Heritage Pines Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of Heritage Pines Community Development District (hereinafter the “Board”) seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the Pasco County Supervisor of Elections to conduct the District’s General Elections.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Board is currently comprised of the following individuals: J. “Bart” Cutshall, Neil Goulette, Michael Walsh, Raymond E. Russell and Jack M. Nelson.

Section 2. The term of office for each member of the Board is as follows:

<u>Seat</u>	<u>Supervisor</u>	<u>Term (Including Expiration Date)</u>
Seat 1	J. “Bart” Cutshall	11/2020
Seat 2	Neil Goulette	11/2020
Seat 3	Michael Walsh	11/2020
Seat 4	Raymond E. Russell	11/2018
Seat 5	Jack M. Nelson	11/2018

Section 3. Seat 4, currently held by Raymond E. Russell, and Seat 5, currently held by Jack M. Nelson, are scheduled for the General Election in November 2018.

Section 4. Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

Section 5. The term of office for the individuals to be elected to the Board in the November 2018 General Election is four years.

Section 6. The new Board members shall assume office on the second Tuesday following their election.

Section 7. The District hereby instructs the Supervisor of Elections to conduct the District’s General Elections on the ballot of the 2018 General Election. The District understands

that it will be responsible to pay for its proportionate share of the general election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor of Elections.

PASSED AND ADOPTED THIS 10TH DAY OF APRIL, 2018.

**HERITAGE PINES COMMUNITY
DEVELOPMENT DISTRICT**

CHAIR/VICE CHAIR

ATTEST:

SECRETARY/ASSISTANT SECRETARY

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT**

6

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2018**

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2018**

	Major Funds		Total Governmental Funds
	General	Debt Service	
ASSETS			
Cash - SunTrust	\$ 730,075	\$ -	\$ 730,075
Investments			
SBA			
Operating A	729	-	729
Reserve A	1,776	-	1,776
US Bank			
Revenue	-	243,021	243,021
Reserve	-	20,914	20,914
Total assets	\$ 732,580	\$ 263,935	\$ 996,515
LIABILITIES & FUND BALANCE			
Liabilities			
Accrued expenses	\$ 316,500	\$ -	\$ 316,500
Total liabilities	316,500	-	316,500
Fund balance			
Restricted for debt service	-	263,935	263,935
Committed			
Disaster recovery	75,000	-	75,000
Unassigned	341,080	-	341,080
Total fund balance	416,080	263,935	680,015
Total liabilities and fund balance	\$ 732,580	\$ 263,935	\$ 996,515

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 13,119	\$ 335,908	\$ 361,305	93%
Interest & miscellaneous	23	113	1,000	11%
Total revenues	<u>13,142</u>	<u>336,021</u>	<u>362,305</u>	93%
EXPENDITURES				
Professional & administrative fees				
Supervisors	1,077	3,230	7,000	46%
Management	2,704	13,521	32,450	42%
Legal	-	-	1,000	0%
Engineering	150	1,591	5,000	32%
Audit	3,000	3,000	9,785	31%
Assessment roll preparation	601	3,004	7,210	42%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent fees	83	417	1,000	42%
Trustee fees	-	-	3,000	0%
Telephone	12	62	150	41%
Rentals and leases	155	775	1,860	42%
Postage	347	994	1,300	76%
Printing & binding	86	429	1,030	42%
Legal advertising	-	161	350	46%
Annual district filing fee	-	175	175	100%
Insurance	-	6,789	7,128	95%
Contingencies	-	100	1,300	8%
Capital outlay	5,424	5,424	-	N/A
Website	635	635	750	85%
Total Professional & Administrative Fees	<u>14,274</u>	<u>40,307</u>	<u>81,688</u>	49%
Operations and maintenance				
Electricity - street lighting	1,473	5,214	30,000	17%
Retention pond mowing/weed control	5,950	22,490	88,000	26%
Contingencies	54	166	2,500	7%
Aquatic weed control	1,525	7,295	17,400	42%
Dry retention pond refurbishment/planting	485	13,940	50,000	28%
Capital outlay (additional street lighting)	-	-	71,000	0%
Rentals and leases - mowers	1,169	6,485	14,040	46%
Total operations and maintenance	<u>10,656</u>	<u>55,590</u>	<u>272,940</u>	20%

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2018**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
EXPENDITURES (continued)				
Other fees and charges				
Property appraiser	-	-	150	0%
Tax collector	<u>262</u>	<u>6,718</u>	<u>7,527</u>	89%
Total other fees and charges	<u>262</u>	<u>6,718</u>	<u>7,677</u>	88%
Total expenditures	<u>25,192</u>	<u>102,615</u>	<u>362,305</u>	28%
Excess/(deficiency) of revenues over/(under) expenditures	(12,050)	233,406	-	
Fund balance - beginning	<u>428,130</u>	<u>182,674</u>	<u>158,060</u>	
Fund balance - ending	<u>\$ 416,080</u>	<u>\$ 416,080</u>	<u>\$ 158,060</u>	

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2008
FOR THE PERIOD ENDED FEBRUARY 28, 2018**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy	\$ 7,682	\$ 196,688	\$ 211,570	93%
Interest	168	374	-	N/A
Total revenue	<u>7,850</u>	<u>197,062</u>	<u>211,570</u>	93%
EXPENDITURES				
Debt service				
Principal	-	-	180,000	0%
Interest	-	13,693	27,162	50%
Total debt service	<u>-</u>	<u>13,693</u>	<u>207,162</u>	7%
Other fees and charges				
Tax collector fee	153	3,933	4,408	89%
Total other fees and charges	<u>153</u>	<u>3,933</u>	<u>4,408</u>	89%
Total expenditures	<u>153</u>	<u>17,626</u>	<u>211,570</u>	8%
Net increase/(decrease) of fund balance	7,697	179,436	-	
Fund balance - beginning	256,238	84,499	83,019	
Fund balance - ending	<u>\$ 263,935</u>	<u>\$ 263,935</u>	<u>\$ 83,019</u>	

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT**

7

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 Tuesday, February 13, 2018 at 2:00 p.m., in the Heritage Pines Country
7 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 J. Bart Cutshall	Assistant Secretary
13 Neil Goulette	Assistant Secretary
14 Michael Walsh	Assistant Secretary

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16
17 **Also present were:**

18 Chuck Adams (<i>via telephone</i>)	District Manager
19 John Burns	Golf Center Superintendent
20 Chris Ansley	Assistant GC Superintendent

21
22
23
24 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

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26 Mr. Adams called the meeting to order at 2:04 p.m. All Supervisors were present, in
27 person.
28

29 **SECOND ORDER OF BUSINESS**

Public Comments [3 minutes per person]

30
31 There being no public comments, the next item followed.
32

33 **THIRD ORDER OF BUSINESS**

Update: Lighting Project

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35 Mr. Cutshall stated the lighting contracts, with Withlacoochee River Electric
36 Cooperative, Inc. (WREC), were executed and an update regarding installation, from WREC,
37 was pending. Mr. Adams stated WREC required certain paperwork before creating an account;
38 the account was set up and a check was cut.
39

40 **FOURTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of December 31, 2017**

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42

43 Mr. Russell presented the Unaudited Financial Statements as of December 31, 2017. Mr.

44 Goulette noted that some figures for November were incorrect and October was not distributed.

45 Mr. Burns stated November’s numbers would be corrected and there were plans to change the

46 format. Discussion ensued regarding general ledgers that were sent to Mr. Goulette, instead of

47 copies of the monthly invoices. Mr. Adams stated that, once caught up, copies of invoices for

48 the prior month could probably be sent to Mr. Goulette within the first 10 days of the month.

49 Mr. Adams asked if Mr. Goulette was looking for something particular, as his other 30 clients

50 have not made this request; typically, Management reviews invoices and not Board Members.

51 Mr. Adams and Mr. Goulette would discuss this separately.

52

53 **On MOTION by Mr. Russell and seconded by Mr. Cutshall,**
 54 **with all in favor, the Unaudited Financial Statements as of**
 55 **December 31, 2017, were approved.**

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58 **FIFTH ORDER OF BUSINESS**

**Approval of December 5, 2017 Regular
Meeting Minutes**

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Mr. Adams presented the December 5, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

62

63 Lines 39, 43 and 48: Insert “Windlestraw West” in blank space

64 Line 45: Change “coppola” to “cobra”

65 Mr. Russell asked for a status update regarding use of pre-emergents. Mr. Burns stated

66 that it could be used as long as it was not used near any water bodies. Discussion ensued

67 regarding not being able to use it near lake banks or dry ponds, the effect during heavy rains,

68 checking weather forecasts before applying the product and the speed in which it dissipates into

69 the ground. In response to the question regarding the possibility of water reaching the treated

70 soil and the banks that are part of the ponds, Mr. Burns stated the banks were considered buffers

71 to any overflow and the product would have dissipated into the soil before it reaches any water

72 body. He was also concerned about the materials being used improperly. Discussion ensued

73 regarding the user instructions stating that it is not to be used near any water bodies, whether the

74 instructions came from Southwest Florida Water Management District (SWFWMD) or the
75 Manufacturer. Mr. Burns would confirm the user instructions were on file.

76

77 **On MOTION by Mr. Russell and seconded by Mr. Cutshall,**
78 **with all in favor, the December 5, 2017 Regular Meeting**
79 **Minutes, as amended, were approved.**

80

81

82 **SIXTH ORDER OF BUSINESS**

Assignment of Duties: Board Member Reports

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85 **▪ Lighting, Mosquito Control, Front Property: Supervisors Bart Cutshall and Jack**
86 **Nelson**

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

88 ➤ Lighting – Mr. Nelson gave a status update to the installation of lights at the front
89 entrance, where the vandalism took place. He toured the area, which has three double poles, it
90 has plenty of lighting to prevent any destruction. Based on information from the Pasco County
91 Sherriff, the area along County Line Road had several cases of vandalism during that two week
92 period.

93 ➤ Front Property – Mr. Nelson stated he was no longer interested in discussing issues with
94 Staff from Florida Forest Service (FFS), because of their lack in notifying ahead of time, their
95 need to cancel the meeting before the other attendees arrived onsite. He toured the area where
96 several dead pine trees and, based on information from a website sponsored by the University of
97 Florida Extension Service, certain insects were causing the trees to die. In response to a question
98 of whether the damaged trees were marked, Mr. Nelson stated that some were removed and
99 suggested that, since the area is sparse, the District should replace those trees. His research
100 suggested that the infected trees should not be removed because they attract other wildlife, which
101 attacks the insects that are killing the pine trees; if the trees are removed, the insects would
102 relocate to a healthy tree and cause the same damage. From discussions with other vendors, the
103 property was not large enough for machinery to harvest half of the area and then replant the other
104 half with samplings to create a sound barrier.

105 ➤ Mosquito Control – Traps would be installed during hatching season to aid in controlling
106 the area. Mr. Russell stated he was speaking to Mr. Adams about the possibility of adding

107 10,000 tilapia to the lake, when the weather is warmer. Tilapia is known to eat mosquito eggs
108 and help control outbreaks.

109 **A. Golf Course Surrounding Areas: *Supervisor Goulette (West), Supervisor Walsh (East)***

110 Mr. Goulette asked about the November mowing invoice. Mr. Burns explained the
111 billing. Mr. Goulette stated that Paragraph 3 of the Maintenance Contract specifies the mowing
112 schedule, which does not match the actual frequency. Discussion ensued regarding the mowing
113 schedule, golf course, etc.

114 A resident notified Mr. Walsh of a dead Brazilian pepper tree located past the sand trap,
115 near Hole #16. Mr. Burns would have it removed and stated some along the driving range were
116 already removed. This would be an ongoing issue since they grow rapidly.

117 **B. Finance Matters and Negotiations: *Supervisor Russell***

118 Mr. Russell asked Mr. Burns and Mr. Ansley for further clarification relating to when the
119 mulch would be installed, since there was a brief window to plant certain materials, where
120 installation would occur and the cost. Mr. Burns discussed the locations and Mr. Ansley stated,
121 similar to last year, installation would occur in March, shrubbery would cost around \$500; he is
122 waiting for spring emergents to determine the needs.

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

124 Mr. Russell had nothing to report.

125 **D. Lighting, Mosquito Control, Front Property: *Supervisors Bart Cutshall and Jack***
126 ***Nelson***

127 This item was presented prior to Item 6A.

128

129 **SEVENTH ORDER OF BUSINESS** **Staff Reports**

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

131 There being no report, the next item followed.

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

133 There being no report, the next item followed.

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

135 **i. NEXT MEETING: April 10, 2018 at 2:00 P.M.**

136 The next meeting will be held on April 10, 2018 at 2:00 p.m., at this location.

137 In response to the question on the status of the Engineer’s review of the sinkhole, Mr.
138 Burns stated that he toured the area and the sinkhole was filled and monitored weekly; so far it
139 looks good.

140

141 **EIGHTH ORDER OF BUSINESS** **Supervisors’ Requests**

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143 Mr. Cutshall was asked to notify Mr. Russell when residents make recommendations to
144 him.

145

146 **NINTH ORDER OF BUSINESS** **Adjournment**

147

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

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150 **On MOTION by Mr. Nelson and seconded by Mr. Cutshall,**
151 **with all in favor, the meeting adjourned at 2:40 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT