

**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 10, 2018 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
Jack Nelson
J. Bart Cutshall
Neil Goulette
Michael Walsh

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Chuck Adams
Cleo Adams
Bill Crusselle
John Burns
Chris Ansley
Bonnie Walsh
Herb Elliot
Deb Tribbey
Mrs. Walsh

District Manager
Wrathell, Hunt and Associates, LLC
General Manager
Golf Superintendent
Assistant GC Superintendent
Resident
Resident
Resident
Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 2:00 p.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments – Agenda Items [3 minutes per person]

Mr. Russell asked Mr. Goulette and Mr. Walsh to have the Environmental Dry Retention Areas (EDRAs) off the golf course inspected, as some may require maintenance. EDRA #36 was assigned to Mr. Ansley and EDRA #25 was assigned to Mr. Goulette, who was asked to oversee the project, with assistance from the District Engineer. Mr. Russell requested updated

bid documents from the estimator and, once received, they will be distributed to the Board. Mr. Goulette asked for the time frame on the information. Mr. Russell replied within a week to 10 days. Discussion ensued regarding the construction project, bidding process, cost and staking. Mr. Russell advocated for the irrigation/construction project for years and stated that the affected resident was prepared to file a lawsuit against the District, in the fall, if the work was not completed. Fortunately, it will not come to that, as the work will proceed, so and the CDD will avoid such legal entanglements.

THIRD ORDER OF BUSINESS**Update: Lighting Project**

Mr. Cutshall provided the following lighting project update:

- In mid-March, Withlacoochee River Electric Cooperative, Inc. (WREC) commenced planting along Webster Grove and discovered a reclaimed pipe that would stop the project. WREC requested the District's advice, as they are required to bear out all electrical conduits at least 30" deep.
- Mr. John Burns was contacted and notified that the CDD needed to excavate underneath the sidewalk near the cart path.
- Emails were sent to principals at WREC and Staff was assured that a crew would be dispatched.
- Because of the very invasive excavation on Webster Grove, a leak was discovered on April 5 and subsequently repaired.
- On April 6, WREC finalized and installed light poles and connected them.
- The community is illuminated, secure and more attractive than before.
- A silver culvert top was installed, which is very efficient in producing light.
- Three culvert tops installed at the Grand Club and Water Lilly intersection are not yet functional but will be in near future.
- The cost to repair the leak was approximately \$2,000.
- The price for boring on all remaining projects was \$5,577.50.

Mr. Cutshall stated that lights must be installed on the owner side of the sidewalk. Discussion ensued regarding boring, sodding and cost.

On MOTION by Mr. Russell and seconded by Mr. Cutshall, with all in favor, completing the fully planned streetlight project, in a not-to-exceed amount of \$60,000, was approved.

Mr. Russell asked Mr. Cutshall to coordinate with the Mr. Bill Crusselle, General Manager, to monitor the project and to possibly place an article in the local paper about the project.

In response to a question regarding the lighting in Webster Grove, Ms. Deb Tribbey, a resident, stated that the new lighting was attractive and not glaring. Mr. Russell stated that any issues should be reported to the Board for further discussion in an upcoming Executive Session. He asked Mr. Nelson to take over Paleo Park from Mr. Cutshall, coordinate with Mr. Adams as to when new fish will be stocked in the lake and investigate why there was a fish kill four months ago and notify the Board at the next meeting. Discussion ensued regarding possible causes for the fish kill, the importance of the Paleo Park site, replacing the fence and testing the water. In response to his question, Mr. Walsh was told there was not a mulching and maintenance schedule for EDRA #52, #16 and #30 but one will be generated.

Mr. Russell stated that there was an erosion issue on EDRA #16 and Staff should notify a nearby resident that runoff from their pool was draining into it. In response to Mr. Walsh's question regarding EDRA #48, Mr. Russell stated that the beginning of a sinkhole was discovered and that retention area was inspected and restored. In response to a question, an invoice for the drilling was pending. Mr. Heath asked for the pricing on the berm reconfiguration on EDRA #25. Mr. Russell stated that the estimator advised him of the price for a 2" valve and suggested that Mr. Heath might want to use a 1½" valve instead and that Mr. Heath contact the estimator regarding the prices.

Regarding the fence, Mr. Nelson stated that the CDD has a "Concerned Citizens Fund" (CCF) that it could tap into, if necessary, to replace the fence at Paleo Park, and the Heritage Pines Community Association (HPCA) has a substantially-funded "Fence Fund". The CDD paid \$18,000 for the trench between the 9th Hole and Paleo Park; therefore, he felt that the HPCA should pay for the front fence that will enhance the community. Ms. Tribbey obtained a quote of \$10,652, including a 48" gate in black or bronze. Mr. Russell suggested posting an announcement at the gym to gauge resident reactions and coordinate with Mr. Crusselle to replace the gate. Ms. Tribbey stated that the quote was initiated last September and facilitated by

Mr. Gary Williams, the HPCA’s fence contractor. She concurred with Mr. Cutshall that a new gate would greatly enhance the esthetics of the community.

FOURTH ORDER OF BUSINESS

Discussion: EDRA Maintenance Agreement with Heritage Pines Community Association (HPCA)

Mr. Adams stated that Mr. Goulette recently informed him that the Golf Course maintenance operation program was being privatized; therefore, the impact that decision may have on the Agreement between the CDD and the HPCA must be determined, recognizing that the existing Agreement is based upon actual costs passed through to the CDD. Mr. Goulette stated that there would be no change other than that the Agreement would go directly over to Down to Earth (DTE). Mr. Adams stated that DTE was the contractor operating the golf course maintenance, by Agreement. DTE will provide a proposal to maintain the EDRA’s and Management will expect the billing and spreadsheet to be in the same format as before. Mr. Goulette stated that the contract was not yet executed and a meeting would be scheduled with the contractor within a week. Mr. Adams stated that Management needed to know the difference in cost coming to the CDD and will require a W-9, an Assignment Agreement and Certificate of Insurance (COI), naming the CDD as an additional insured or a certificate holder. In response to Mr. Goulette’s question, Mr. Adams stated that the contractor would invoice the District directly.

FIFTH ORDER OF BUSINESS

Notice of General Election: November 6, 2018

Mr. Adams stated that Seats 4 and 5, held by Mr. Russell and Mr. Nelson, respectively, would be up for election, at the November 6, 2018 General Election.

- **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.**

Mr. Adams reviewed the candidate qualifying and pre-qualifying periods.

- **Consideration of Resolution 2018-01, Implementing Section 190.0006(3)(A)(2)(C), Florida Statutes, and Instructing the Pasco County Supervisor of Elections to Conduct the District’s General Election [Seats 4&5]**

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, Resolution 2018-01, Implementing Section 190.0006(3)(A)(2)(C), Florida Statutes, and Instructing the Pasco County Supervisor of Elections to Conduct the District’s General Election, was adopted.

Mrs. Walsh, a resident, asked where the election would be advertised. Mr. Adams replied in the legal section of the local newspaper. He explained the pre-qualifying and qualifying process. In response to an inquiry, Mr. Adams stated that the incumbents intended to run for re-election.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 28, 2018

Mr. Adams presented the Unaudited Financial Statements as of February 28, 2018. Assessment revenue collections were at 93%. Although the CCF was depleted, there was sufficient funding in the budget to undertake projects, such as the re-fencing project. A Board Member inquired about a recurring \$75 charge on the LakeMasters Aquatic Weed Control, Inc. (LakeMasters) invoice. Mr. Adams replied that it was an addendum to the original contract maintenance work in Paleo Park. The financials were accepted.

SEVENTH ORDER OF BUSINESS

Approval of February 13, 2018 Regular Meeting Minutes

Mr. Adams presented the February 13, 2018 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Lines 88, 93 and 98: Change “Nelson” to “Cutshall”

Line 107: Change “10,000” to “a couple thousand”

Line 113: Insert “and including invoices in the agenda packages including months when the CDD does not meet etc.” after “golf course,”

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, the February 13, 2018 Regular Meeting Minutes, as amended, were approved.

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

Mr. Goulette noticed that all the plants were cut back but the weeds were not eradicated prior to mulching. Mr. Goulette was advised that the timing of the mulch coincided with the trimming; the weeds will be sprayed.

B. Finance Matters and Negotiations: *Supervisor Russell*

Mr. Russell stated that he previously mentioned the work necessary on EDRA #25 and was certain that it would cost approximately \$6,000. Mr. Adams stated that, since the resident left for the summer and was due to return in the fall, it would be wise to obtain two invoices; one for the portion within the homeowner's property and one for the CDD's portion. In response to Mr. Russell's question regarding a particular resident's property line, Mr. Heath stated that property line information could be found on the Property Appraiser's website and through him, as he could access the plat maps. Discussion ensued regarding construction of an Assisted Living Facility (ALF) in the area and selling the front property.

C. Reclaimed Water Project: *Supervisor Raymond Russell*

Mr. Russell had nothing to report.

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

Mr. Cutshall stated that the total lighting project will cost \$51,500, not \$71,000, as previously mentioned. Mr. Adams stated that mosquito control was the Fish Project, including midge flies and mosquito larvae. He would follow up with Mr. Nelson regarding the front property.

NINTH 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 coordinate with Mr. Burns and Mr. Ansley regarding the EDRA irrigation and circulate copies of a geotech report to the Board.

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

i. NEXT MEETING: June 12, 2018 at 2:00 P.M.

The next meeting will be held on June 12, 2018 at 2:00 p.m., at this location. Mr. Adams stated that the Fiscal Year 2017 audit and Fiscal Year 2019 draft budget will be presented at the next meeting.

TENTH ORDER OF BUSINESS

**Audience Comments – Non Agenda Items
[3 minutes per person]**

There being no Audience Comments on non-agenda items, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Goulette stated that, aside from regular maintenance, approximately \$450 was expended on the 4000 mower this year and he felt that the Board should hold off on replacing it. Mr. Adams would set aside monies in the fund balance to replace the mower in a few years.

In response to Mr. Russell's inquiry, Ms. Tribbey stated that the recent repair work on the berm was satisfactory and the runoff coming from the golf course was eradicated.

TWELFTH ORDER OF BUSINESS

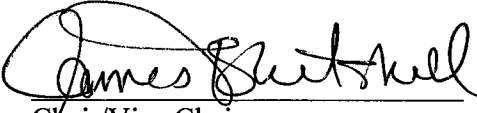
Adjournment

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 3:17 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair