

**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 12, 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	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	Wrathell, Hunt and Associates, LLC
Kurt Heath	District Engineer
Bill Crusselle	HPCA General Manager
Chris Ansley	Assistant GC Superintendent
Jonathan Hartness (<i>via telephone</i>)	Carr, Riggs & Ingram
Jeremy Martin	Down to Earth
Deb Tribbey	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]

Ms. Deb Tribbey, a resident, asked if there would be any additional cleanup or improvements to the sod or landscaping, as the entrance to Pines Lane Village, on Webster Road, looked untidy. Mr. Ansley would apply garden soil to the lawns. Ms. Tribbey suggested adding language to the Paleo Park Maintenance Contract so that it receives proper attention, as a featured amenity. She presented recommendations of what to include.

- **Acceptance of Resignation of Supervisor Raymond Russell and Appointment of New Chair**

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

Mr. Adams stated that Mr. Russell submitted his resignation as Board Chair.

On MOTION by Mr. Nelson and seconded by Mr. Walsh, with all in favor, the resignation of Mr. Raymond E. Russell as Board Chair, dated June 1, 2018, was accepted.

Mr. Russell motioned for Mr. Nelson for Chair. The motion died for a lack of second.

Mr. Goulette motioned for Mr. Cutshall for Chair.

On MOTION by Mr. Goulette and seconded by Mr. Walsh, with all in favor, appointing Mr. Bart Cutshall as Chair, was approved.

Mr. Adams stated that Mr. Russell would become an Assistant Secretary. The slate of officers was as follows:

Chair	J. Bart Cutshall
Vice Chair	Jack Nelson
Secretary	Chuck Adams
Treasurer	Craig Wrathell
Assistant Secretary	Raymond Russell
Assistant Secretary	Neil Goulette
Assistant Secretary	Michael Walsh
Assistant Treasurer	Jeff Pinder

THIRD ORDER OF BUSINESS

Presentation of Audited Financial Statements for Fiscal Year Ended September 30, 2017, Prepared by Carr, Riggs & Ingram, LLC

Mr. Jonathan Hartness, of Carr, Riggs & Ingram (CRI), presented the Audited Financial Statements for Fiscal Year Ended September 30, 2017. The “Independent Auditor’s Report”, on

Pages 1 and 2, reflected a clean, unmodified opinion. Although there were no adjustments or items of concern, he clarified the following significant disclosure:

➤ The “Balance Sheet – Governmental Funds”, on Page 11, reflect “Accounts payable and accrued expenditures”, in the amount of \$332,378, which includes a “Capital outlay” of \$316,500 from the “Statement of Revenues and Expenditures”, on Page 13. The “Capital outlay” is related to the Cost-share Agreement, referenced in “Note 9”, on Page 23, which refers to the Agreement with the County for the Reclaimed Water Distribution System. Since the project was completed during Fiscal Year 2017, the \$316,500 owed to the County was accrued at year’s end, which was noteworthy.

Mr. Hartness stated that, other than that item, there were no findings or instances of noncompliance in the “Independent Auditor’s Report On Internal Control Over Financial Reporting and on Compliance and Other Matters”, on Pages 25 and 26, the “Management Letter”, on Pages 27 and 28 or the “Independent Accountant’s Report” on Page 29.

******Mr. Russell left the meeting at 2:10******

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2018-02, Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2017

Mr. Adams presented Resolution 2018-02.

On MOTION by Mr. Cutshall and seconded by Mr. Goulette, with all in favor, Resolution 2018-02, Accepting the Audited Financial Statements for the Fiscal Year Ended September 30, 2017, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2018-03, Approving Proposed Budgets for Fiscal Year 2018/2019 and Setting a Public Hearing Thereon Pursuant To Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Adams presented Resolution 2018-03. A Board Member asked why the “Trustee” line item increased by \$1,700. Mr. Adams stated that it was an oversight. The following change was made:

Page 1, “Trustee” line item: Change \$4,771 to \$3,000

Mr. Adams responded to questions regarding the following:

- “Street lighting”: The estimated \$30,000 was sufficient to cover new lighting and the existing lighting.
- “Retention pond mowing/weed control/irrigation”: The irrigation component would be removed and an irrigation/water line item would be added under it.
- “Contingency”: It was decreased from \$2,500 to \$1,000, based on the current year number.
- “Aquatic weed control”: There would not be a change.
- “Dry retention pond refurbishment/planting: It will include all the plantings; mulch application is handled separately.

Mr. Goulette stated that he previously questioned why weeds grew up through the mulch in the past month, which was not included in the minutes; he wanted to make sure that Down to Earth (DTE) weeded the plant beds before applying mulch. Discussion ensued regarding the Invitational, spraying weeds, a weed barrier and herbicide treatments. Mr. Adams stated that a planning/coordination issue prevented the landscaper from spraying the weeds before the mulch was blown in, which was captured on Lines 178 to 181 of the minutes. Mr. Nelson stated that Paleo Park was another area of concern and discussed invasive trees in the park and hazards trimming invasives; he requested a budget for maintenance of Paleo Park. Mr. Adams assured him that the Assignment Agreement, which includes all three parties, would contain an Addendum to include Paleo Park. The goal was to keep assessments slightly below the Fiscal Year 2018 assessment.

On Motion by Mr. Nelson and seconded by Mr. Walsh, with all in favor, Resolution 2018-03, Approving Proposed Budgets for Fiscal Year 2018/2019, as amended, and Setting a Public Hearing Thereon Pursuant To Florida Law for September 11, 2018 at 2:00 p.m., at this location; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS**Discussion/Consideration: Heritage Pines Community Association Proposed EDRA Maintenance Assignment Agreement**

Mr. Adams presented the Heritage Pines Community Association (HPCA) Proposed EDRA Maintenance Assignment. The Assignment Agreement is between the CDD, the HPCA and the assignee, DTE. The current Agreement has a few more documents attached, including legal references. This arrangement was essentially the same as the Maintenance Agreement with the HPCA, with an Addendum that will include maintenance of Paleo Park, at the same level of service as all areas, in terms of timing of mowing, mulching, weeding and irrigation maintenance. The Board must decide on the terms, such as keeping the current five-year auto renewal or opting for a year-to-year arrangement. In response to a question, Mr. Adams recommended sending a notice of termination to the HPCA, which could be back-dated to DTE's start date of May 1, 2018. There is no bid requirement and the primary term is that it will be at cost to DTE, who will send a monthly invoice to the District and provide backup. Mr. Goulette hoped that DTE would abide by the Contract. In response to Mr. Adams' question, Mr. Jeremy Martin, of DTE, stated that he would facilitate the Agreement with Management; he understood the terms of the Agreement and that backup must be provided. Mr. Goulette complained that DTE is using one of the District's mowers in other places and asked for cleaner invoices. Mr. Adams stated that the mower is a publicly-owned asset and, if District-owned mowers were being used to maintain any private property, it must stop.

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

Mr. Cutshall provided the following update:

- Six new lights were activated on Webster Grove, between Bent Pine and Grand Club and Wendell Straw.
- Three new lights were activated on Grand Club by the Circle and near the four-way stop sign.
- He and Mr. Nelson attended a meeting with WREC to discuss the lighting project.
- There was rampant overpricing in the billing, along with other discrepancies.
- A refund of \$2,200 was requested.
- It was still unclear why WREC used backhoes on Webster Grove.

- The goal is to install 16 more lights in Brooklawn, Summer Song, Eagle Bend, Edge Park, Whitaker Circle, Rolling Hill Loop and Water Lilly.
- The light by the golf course was eliminated and some lighting projects are being streamlined.
- A final price was requested prior to proceeding; however, WREC may try to circumvent Mr. Cutshall and forward the invoice directly to Management.
- WREC asked about less infrastructure between the sidewalk and the street, on the other side of the sidewalk, due to irrigation pipes, as there may be a lot less.
- All the different sites would be flagged so the Board could decide the best path.
- Mr. Cutshall was disinclined to proceed with directional boring right now.
- Dealing with WREC has been frustrating and challenging
- A final number from WREC, before deciding whether to proceed, was pending.

As to whether Management was aware of the issues with the contractor, Mr. Adams was copied on several emails between Mr. Cutshall and the rep and knew that progress was slow. With regard to when the project will be completed, Mr. Cutshall doubted that it would be completed by the end of November; it is unfortunate that WREC is the only contractor in town but the lights are needed. Mr. Cutshall stated that the Scenic Hills community declined new lighting, which was surprising because of snapper toads and rattlesnakes sightings. He hoped that there was very little infrastructure underground, in the southern areas, between the sidewalk and the street. Mr. Ansley stated it probably has small lines running along the street that are not very deep; survey stakes are not where the lights will be installed. Mr. Nelson and Mr. Cutshall will decide where best to install the lights. Mr. Cutshall will press for firm prices for the July meeting.

EIGHTH ORDER OF BUSINESS**Discussion: Review of Retention Areas**

Mr. Walsh presented the April 2018 Retention Area Review and highlighted the following:

- Mr. Walsh and Mr. Goulette evaluated the retention areas in April.
- Most retention areas away from the golf course were sparse and poorly-maintained.
- In many areas, the water inlets were not weed-whacked and some places had chest-high weeds.
- He wondered how the weed debris would be discarded once trimmed.

- The drainage grate, at EDRA 51a, which measured at 40” x 51,” required replacement.
- The banks are barren in a number of areas, due to poor or no irrigation.

The Board and Staff discussed the EDRA issues, flower beds, weeds, general maintenance, drain pipes and lack of irrigation. Mr. Ansley was asked to research irrigation costs and report his findings at the next meeting. Mr. Walsh was asked to monitor the maintenance work and decide if DTE is doing a good job of correcting problems. Mr. Walsh would perform an evaluation within the next month.

Mr. Walsh listed the following action items:

- A schedule of when the flower beds will be completed.
- Time frame of when the Brazilian peppertrees will be maintained.
- The brush needs to be cut back on #6, behind the berm.
- A schedule of when the area in front of the #18 t-box will be trimmed; it should be maintained at 4” and goes as far as the wet areas.

The EDRA's will be reviewed and discussed further at the next meeting. Mr. Martin requested clarification of how the Brazilian peppertrees should be maintained. Mr. Walsh stated that the focus should primarily be the peppertrees and plants, mainly in the EDRA area behind the Green on #16, in the wet retention area and in another area behind the overflow in the retention area near #6. The plants are growing towards the bank and need to be trimmed back. Brazilian peppertrees should be removed or trimmed back. In response to Mr. Martin's question, Mr. Adams confirmed that DTE was responsible for maintaining the #16 and #17 areas to the water's edge and anything within the water would be lake maintenance.

NINTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of April 30, 2018**

Mr. Adams presented the Unaudited Financial Statements as of April 30, 2018. Assessment revenue collections were at 99%. The financials were accepted.

TENTH ORDER OF BUSINESS**Approval of April 10, 2018 Regular Meeting Minutes**

Mr. Adams presented the April 10, 2018 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Lines 19: Delete “(via telephone)” after “Chuck Adams”

Line 25: Delete entire line

Line 28 and throughout: Change “Tribbe” to “Tribbey”

Line 59: Change “Bris” to “Burns”

Line 195: Change “Nelson” to “Cutshall”

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, the April 10, 2018 Regular Meeting Minutes, as amended, were approved.

ELEVENTH ORDER OF BUSINESS

Assignment of Duties: Board Member Reports

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

Mr. Goulette stated that the Paleo Park fence, on Hole #9, should be replaced. Mr. Walsh stated that Paleo Park is one of the top five archeological sites in Florida. The area between the golf course and Paleo Park had dead grass from the winter and core grass was recently added, which contained numerous weeds. Mr. Walsh asked if the core grass would protect Paleo Park from water running across the fairway and into it. Mr. Goulette believed that Mr. Crusselle purchased sod and the grass should be removed and the area sodded. In response to Mr. Goulette’s question regarding replacing the fence on the golf course side, Mr. Crusselle would inspect the fence. Discussion ensued regarding repairing or replacing the fence, replacement options, cost, maintenance and the retention areas. Mr. Goulette called attention to the installation costs of reclaimed water meters in EDRA #36, Villas 13, Regal Pines and Grand Pines and asked if two of the meters were off. Mr. Ansley confirmed that the meters were turned off and should soon be reactivated. Mr. Goulette directed Mr. Crusselle to e-mail residents advising them to refrain from discarding dog waste in the curb inlets and discussed the drains, flooding, the ponds, the culverts and the aquifer. A Board Member noted a lot of erosion near Hole #5, on the left hand side of the fairway, that needs to be addressed. As to the final decision regarding the Paleo Park fence, the Board consensus was to install a 200’ split-rail fence across the pond on Clear Creek Court and leave the existing cyclone fence. Mr. Nelson would obtain an estimate from a fence company.

B. Finance Matters and Negotiations: *Supervisor Russell*

This item was addressed.

C. Reclaimed Water Project: *Supervisor Raymond Russell*

This item was addressed.

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

Mr. Cutshall had nothing further to report.

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*

There being no report, the next item followed.

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

i. 1,976 Registered Voters in District as of April 15, 2018

Mr. Adams reported that there were 1,976 registered voters residing in within the boundaries of the District as of April 15, 2018.

ii. NEXT MEETING: July 10, 2018 at 2:00 P.M.

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

**THIRTEENTH 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.

FOURTEENTH ORDER OF BUSINESS Supervisors’ Requests

There being no Supervisor’s request, the next item followed.

FIFTEENTH ORDER OF BUSINESS Adjournment

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Mr. Goulette and seconded by Mr. Cutshall,
with all in favor, the meeting adjourned at 3:50 p.m.**


Secretary/Assistant Secretary


Chair/Vice Chair