

**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, July 31, 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:

J. Bart Cutshall	Chair
Jack Nelson	Vice Chair
Raymond Russell	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
Jeremy Martin	Down to Earth
Deb Tribbey	Resident
Mike Dillard	Resident
Kathleen Lonergan	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, complimented staff on a great job with the landscape and maintenance at Paleo Park; however, since then, there was only one partial mowing, no trimming and fallen debris was outside the gate for over a week.

THIRD ORDER OF BUSINESS

Update: Lighting Project

Mr. Cutshall stated he was still waiting for the proposal from Withlacoochee River Electric Cooperative, Inc. (WREC) to proceed with the lighting project. The company WREC hired finished locating the power lines and irrigation systems where the CDD is proposing installing new lighting. The marked power lines are high voltage lines that go into the transformers and not lines that plug into the poles.

FOURTH ORDER OF BUSINESS

Consideration of Quotes for Two-Rail Fence at Paleo Park

Mr. Cutshall stated that the following two quotes were received for the split-rail vinyl fence at Paleo Park:

- Home Depot: \$3,270, labor not guaranteed.
- A Perfect 10 Fencing: \$1,908, labor guaranteed.

Discussion ensued regarding the vast price difference, which was mostly due to Home Depot's markup and outsourcing to a sub-contractor. Ms. Tribbey stated three other companies were contacted but did not submit proposals because it was a small job.

Mr. Mike Dillard, a resident, recalled discussions about the CDD installing aluminum fences, similar to the one along Hole #7, and stated he was against two-rail fences. His concern was it would downgrade the aesthetics of the community, since the CDD is known as a top five archeological site in Florida. He asked if the CDD obtained approval from Heritage Pines Community Association (HPCA), since the stipulation in their Declaration was that no fences, other than those originally installed by U.S. Homes or Lennar, were allowed. Discussion ensued regarding two-rail or split-rail fencing installed near Baronwood Court and throughout the community.

Mr. Crusselle stated that the only restrictions he knew of were related to the perimeter fence. The stipulation was intended to prohibit homeowners from installing fences between individual properties. Mr. Dillard asked again whether the CDD obtained approval from HPCA. Mr. Crusselle, as HPCA General Manager, confirmed he was involved in the process from the beginning and had no objections with the CDD installing the two-rail fence. Discussion ensued

regarding the stipulation, the original fence installed by the Developer and the HPCA responsibility to maintain it and the CDD’s decision to assist the HPCA with improving the appearance of a few areas in the community although the CDD does do not own the property.

On MOTION by Mr. Nelson and seconded by Mr. Goulette, with all in favor, the proposal from A Perfect 10 Fencing Company, for installation of a two-rail fence on the west side of Paleo Park, in a not-to-exceed amount of \$1,908, was approved.

▪ **Qualified Candidates for November 6, 2018 General Election**

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

Mr. Cutshall stated that Supervisor Nelson qualified, unopposed, for Seat 5 and Ms. Kathleen Lonergan qualified, unopposed for Seat 4; therefore, they are both considered Supervisors, by acclimation. Mr. Adams stated, as Supervisor-Elects, they should govern themselves accordingly, in terms of the Sunshine Law, etc., even though the terms commence November 20, 2018. Both will be sworn in at the next CDD meeting following the official term date of November 20, 2018.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2018-05, Adopting the Annual Meeting Schedule for Fiscal Year 2018/2019

Mr. Adams presented Resolution 2018-05.

On MOTION by Mr. Walsh and seconded by Mr. Russell, with all in favor, Resolution 2018-05, Adopting the Annual Meeting Schedule for Fiscal Year 2018/2019, was adopted.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2018

Mr. Adams presented the Unaudited Financial Statements as of June 30, 2018. Assessment revenue collections were at 100%. Expenditures were at 53%, which was below

the 75% prorated projections. Mr. Martin will follow up on the three missing invoices from Down to Earth (DTE). The financials were accepted.

SEVENTH ORDER OF BUSINESS

Approval of June 12, 2018 Regular Meeting Minutes

Mr. Adams presented the June 12, 2018 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Lines 175: Replace blank line with "Windlestraw"

Lines 219 and 220: Replace blank line with "Walsh"

Line 269: Change "Crusselle" to "Nelson"

Line 273: Change "Crusselle" to "Ansley"

Line 279: Change "Goulette" to "Nelson"

On MOTION by Mr. Nelson and seconded by Mr. Cutshall, with all in favor, the June 12, 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 has not received DTE's invoices. Mr. Heath will address the erosion occurring near the catch basin at the Environmental Dry Retention Area (EDRA) #10 pond by the pump house and Hole #5. Mr. Martin stated the work was in progress along Hole #2, EDRA's 24B and 20B, which was delayed due to the rain and wet ground; therefore, he would begin removing weeds mechanically and test treat the area to determine whether the results are favorable for future use in other areas. Discussion ensued regarding pool runoff from private property causing erosion issues on CDD property and if the homeowner is responsible for repairs. Mr. Martin stated he would make the repairs and invoice the CDD.

Mr. Martin will address the Area 37A and 38 issues and make certain weeds are trimmed during mowing.

Mr. Goulette stated the HPCA and residents complained about the irrigation meters at EDRA #36 being left on during the rain. Mr. Adams confirmed that Regal Pines sent the CDD a one-time bill for running water through its system, into the sprinklers, just before the meters were installed; going forward, Pasco County will invoice the CDD directly. Discussion ensued regarding who reads the meters, since Pasco County could not read them mechanically and that whoever does it must submit backup documentation with the invoice in order for the CDD to process it.

Mr. Martin, from DTE, will identify all areas containing Brazilian peppertrees, including those behind the #16 Green, the overflow in the retention area near #6, as well as any other invasive plants, and present a proposal at the next meeting. Mr. Adams recommended flush cutting and treating the tree stumps and suggested that DTE prepare a Supplemental Work Order, since this task was not within their contract. Mr. Crusselle will obtain a second proposal from the Wetland Division of SOLitude Lake Management (SOLitude).

Mr. Martin will submit the proposal to reconnect the EDRA #48 irrigation line and maintenance schedule to mulch the native plant beds on the lake banks with red cypress mulch or pine straw. Mr. Crusselle confirmed that new sod was ordered for Hole #9 and, once received, it will be installed, weather permitting.

B. Finance Matters and Negotiations: *Supervisor Russell*

Mr. Russell stated the only remaining open item was installation of sod on Hole #9.

C. Reclaimed Water Project: *Supervisor Raymond Russell*

Discussion ensued regarding whether to remove this from future agendas. Mr. Russell recalled a sinkhole recently at EDRA #2, in front of his residence, due to a broken line. Mr. Heath affirmed the County maintains the piping throughout the community, up to the meter; however, because the faulty fusion issue occurred past the meter connection, it required the Village to pay for the repair. He felt that it could happen again; however, the five leaks that occurred within a three-year period, were under warranty; therefore, it should not be a problem for the CDD.

Mr. Heath confirmed the survey on EDRA #25 has not changed over the last two years but he will follow up with obtaining proposals to install a retaining along the home site property line and the EDRA.

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

- Lighting: Mr. Cutshall had nothing further to report.
- Mosquito Control: Mr. Adams advised that, in addition to the County's mosquito control, the CDD's addition of tilapia to help control midge flies completed the Fish Project.
- Front Property: Mr. Cutshall contacted the Florida Forest Service (FFS) to discuss the dead pine trees in the front property and was told FFS considers them harvest trees that are at the end of their life span. A-Z Tree Service, LLC (A-Z Tree) quoted \$100 per tree to cut and remove the dead trees; mulching them and using it to repave the roadway was suggested. Payment would come from surplus funds.

On MOTION by Mr. Goulette and seconded by Mr. Walsh, with all in favor, the A-Z Tree Service, LLC proposal to clear dead pine trees on 5.41 acres, along the front property, at \$100 per tree, was approved.

▪ **Discussion EDRA Maintenance**

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

Mr. Cutshall asked whether the CDD should continue to maintain, rent or buy its mowing equipment or contract it out to DTE; offsetting the equipment exchange with a discount to the CDD, since space for the mowers was limited. Mr. Martin will discuss the opportunity with DTE Management, and present an evaluation of the mowers current value with their actual markup at the September meeting.

Mr. Cutshall provided an overview of the Rolling Hill issues, specifically EDRA #33, and requested DTE lay pine straw at EDRA #40. Regarding EDRA #25 issues, several discussions occurred and it was determined that the Village owns and is responsible for planting at the edge of that lake bank, in unison with the CDD maintaining the wet and dry retention areas. He provided an overview of several erosion repair solutions that were discussed, such as

installation of markers for a sprinkler system, possibly installing a bulk head, French drains or the Village installing sprinkler heads that are large enough to cover the area. Since installing a bulk head is cost prohibited, discussion ensued regarding the Village installing deep rooted bushes to prevent further erosion.

Mr. Nelson, who spoke to the resident, had asked the CDD to obtain a quote to install a small retention wall at the end of his property. Discussion ensued regarding weed overgrowth of the retention area and lack of regular maintenance. Mr. Crusselle confirmed that DTE received a copy of the maintenance schedule. Mr. Martin stated cutting the entire community typically takes about 80 hours each week; during the wet season it would require more man hours to complete, including using the CDD mower and the one currently used. Mr. Adams stated that the contract’s maintenance schedule and provisions provided for:

- Weekly from May 1 through October 1.
- Bi-weekly or as necessary from October 1 through May 1, as dictated by the weather conditions.
- Maintaining to a certain level of service, similar to when HPCA maintained.

Mr. Adams stated that the budget projections could absorb an increase in man hours.

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*

There being no report, the next item followed.

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

i. Consideration of ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Mr. Adams stated that an individual recently filed complaints against numerous private companies and CDDs related to the Americans with Disabilities Act (ADA) website requirements for the visually impaired. The insurance carrier engaged Roper & Roper, P.A. (R&R) to defend the Districts that were sued. The Plaintiff is seeking injunctive relief, including bringing the

websites into compliance and recovery of legal fees. Management engaged ADA Site Compliance (ADASC) to bring all of its CDDs' websites into compliance. An ADA Site Compliance Shield, which links to the Accessibility Compliance Policy that explains the steps underway to bring the website into compliance and advises whom to contact with questions or for accommodations, was added to the CDD websites, in the interim. Going forward, CDD websites will be streamlined, all items that have met the required posting time will be removed and the remaining documents will be converted to the proper format. Audits will now be linked to the Auditor General's website. Mr. Adams distributed the Special District Website Compliance Florida Statute List identifying the required documents and posting timeframe requirements.

ii. NEXT MEETING DATE: September 11, 2018 at 2:00 P.M.

The next meeting will be held on September 11, 2018 at 2:00 p.m., at this location.

TENTH ORDER OF BUSINESS

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

Ms. Tribbey asked whether the Board had considered placing a service contract on the existing mower, instead of allocating funds to purchase a new mower. Mr. Cutshall stated the mower already has a service contract; the life expectancy is five years. Mr. Adams stated that the issue has to do with the number of hours of use rather than with the lifespan in years.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

In response to the question of spraying the lake, Mr. Adams stated he would coordinate having the large wet lake re-sprayed, which should reduce the mosquitoes by 30%.


TWELFTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Nelson and seconded by Mr. Walsh, with all in favor, the meeting adjourned at 3:52 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair