

**MINUTES OF MEETING  
HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Heritage Pines Community Development District held a Regular Meeting on Tuesday, December 4, 2018 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:**

J. Bart Cutshall	Chair
Jack Nelson	Vice Chair
Neil Goulette	Assistant Secretary
Michael Walsh	Assistant Secretary
Kathleen Lonergan	Assistant Secretary

**Also present were:**

Chuck Adams	District Manager
Cleo Adams	Wrathell, Hunt and Associates, LLC
Kurt Heath	District Engineer
Herb Hurley	HPCA General Manager
Chris Ansley	Assistant GC Superintendent
Jeremy Martin	Down to Earth
David	Resident

**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: Agenda Items [3 minutes per person]**

Mr. David Vaughn, a resident, asked for information about the Lighting Project and the cost for each light. Mr. Cutshall stated the cost for individual light poles, including installation, was about \$1,500. Based on his experience in the industry many years ago, Mr. Vaughn asked

the Board to consider solar panels with batteries, which is a much cheaper, effective solution. Mr. Cutshall explained that the District is obligated to comply with the directives of Withlacoochee River Electric Cooperative, Inc. (WREC) and use the WREC’s contractor to perform all work. WREC dictates what the District can and cannot do. As older bulbs burn out they will be replaced with LED lights, at no cost to the District.

Mr. Vaughn asked when the assessment payment would end. Mr. Adams explained that Operation and Maintenance (O&M) assessments are constant; however, the last payment, of approximately \$158 for the bond portion of the total assessment amount, will be made in 2020 and that portion of the assessment will roll off for 2021. Mr. Vaughn was directed to visit the CDD website to review the CDD’s budget in detail.

▪ **Presentation to Supervisor Raymond Russell**

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

Supervisor Russell was presented with a plaque in appreciation for his years of service and contributions to the District, such as the reclaimed water project and many others. Mr. Cutshall read the inscription as follows:

*“In sincere appreciation and gratitude to Raymond Russell, 2010 through 2018.  
For your service to The Heritage Pines Community Development District”*

Mr. Russell thanked the Board.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Newly Elected Supervisors, Kathleen Lonergan [SEAT 4] and Jack Nelson [SEAT 5] (the following to be provided in a separate package)**

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Lonergan and Mr. Nelson. He provided and briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**

- i. **Form1: Statement of Financial Interests**
- ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
- iii. **Form 1F: Final Statement of Financial Interests**

**D. Form 8B – Memorandum of Voting Conflict**

Ms. Lonergan was directed to complete a W-4 to receive the Supervisor stipend. Mr. Adams stated Management is the District’s official records custodian and, as such, Supervisors were not required to retain any of the documents provided to them by Management; however, if Supervisors keep CDD documents, they should be maintained in separate email, computer and file cabinet files, separate from personal and business records, so they do not become part of a public records request.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2019-01, Electing the Officers of the District; and Providing for an Effective Date**

Mr. Adams presented Resolution 2019-01. Mr. Cutshall was nominated as Chair. No other nominations were made for Chair. Ms. Lonergan was nominated as Vice Chair. No other nominations were made for Vice Chair. With the addition of Ms. Lonergan as Vice Chair, Mr. Nelson as Assistant Secretary and retaining the remainder of the slate of officers unchanged, the slate of officers was as follows:

Chair	Bart Cutshall
Vice Chair	Kathleen Lonergan
Secretary	Craig Wrathell
Assistant Secretary	Jack Nelson
Assistant Secretary	Neil Goulette
Assistant Secretary	Mike Walsh
Assistant Secretary	Chuck Adams
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

**On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, Resolution 2019-01, Electing the Officers of the District; and Providing for an Effective Date, as nominated, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Update: Lighting Project**

Mr. Cutshall stated that WREC submitted a work order to install light poles at five locations; however, installation is still pending. After a resident complained about the brightness of the light and it shining through his bedroom at night, he sent an e-blast to residents with instructions to visit WREC’s website to view instructions on how to submit requests to correct any lighting issues.

**SIXTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2018**

Mr. Adams presented the October 31, 2018. Revenues and expenditures were minimal, as it was the first month of the new fiscal year. In response to a question, Mr. Adams stated that he will send the Unaudited Financial Statements as of September 30, 2018 to Mr. Goulette. The District was under budget for Fiscal Year 2018.

**SEVENTH ORDER OF BUSINESS**

**Approval of October 9, 2018 Regular Meeting Minutes**

Mr. Cutshall presented the October 9, 2018 Regular Meeting Minutes. The following changes were made:

Line 46: Change “\$3,200” to “\$2,300”

Line 51: Change “contingency” to “not-to-exceed”

Line 92: Change “detention” to “retention”

**On MOTION by Mr. Cutshall and seconded by Mr. Nelson, with all in favor, the October 9, 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. Walsh stated that a lot of work is necessary, because of the amount of rain. He has not been on site recently and saw no need to review issues until Mr. Martin's crew, Down to Earth (DTE), had a chance to do more work; thus far, DTE's work on the beds and elsewhere, was good. Quotes for the pepper tree issue and the drain at Hole #5 must be obtained.

Mr. Walsh asked if the issue of the sprinkler system along the fence, on the east side, where the residents cut the water off, was resolved. Mr. Martin stated that, in order for the District to control the sprinkler system along the fence line, he would have to work on separating it; as of now, it is controlled by two separate Villages.

In response to Mr. Goulette's question, Mr. Heath stated the grate for EDRA #4 would be installed in January.

**B. Finance Matters and Negotiations:**

Mr. Cutshall reiterated Mr. Adams' previous statement that the District is fiscally strong and there were no ongoing negotiations at this point. Mr. Adams concurred.

**C. Reclaimed Water Project:**

Mr. Cutshall stated the project was completed and this item should be removed from future agendas.

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

- Lighting: This item was addressed during the Fifth Order of Business.
- Mosquito Control: Mosquitoes were less active, with the current, cooler weather.
- Front Property: DTE will clean up the dead foliage along fence owned by Heritage Pines, not the CDD, separating the CDD property, since residents complained and he was unable to determine who sprayed the area.

In response to the question of whether the CDD still intended to install a path between that fence and CDD property so that the path could be driven on, Mr. Cutshall stated golf carts can already be driven onto the path but not tractors, as they are too wide and a pine tree juts onto the path.

Noting the California forest fires, Mr. Cutshall stated he was told by the Florida Forest Service (FFS) that the CDD’s front property has not been managed properly and, by not removing dead trees, the trees become an immediate fire source. He suggested completing the removal of all dead trees, up to I-75, along the front property, as about half or 50 trees were already removed. Removal would complete the project, in its entirety, and alleviate potential fire hazards along that area.

**On MOTION by Mr. Cutshall and seconded by Mr. Nelson, with all in favor, engaging A-Z Tree Service, LLC to remove, up to 75 dead pine trees, along the front property, and one dead tree on Spindrift Loop on the back side of the EDRA, in a not-to-exceed amount of \$7,500, was approved.**

Mr. Cutshall will contact A-Z Tree Service to begin work.

**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 stated there was nothing to report; however, there were a few EDRA scheduled later this month.

**▪ Consideration of Request for Funds to Extend the Split-Rail Fence from Paleo Park to Hole #9**

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

Mr. Nelson proposed removing the chain-link fence and extending the split-rail fence; however, he was concerned about the possibility of players injuring themselves while trying to retrieve golf balls or damaging the fence or foliage around it. Mr. Cutshall suggested leaving the decision up to the HPCA’s new General Manager, Mr. Herb Hurley. Mr. Cutshall suggested installing an access opening in the fence so players can retrieve golf balls but also initiate a fine structure so that players who cause damage and are identified would pay a fine and be responsible for the repairs.

Mr. Hurley recommended making the area out of bounds or out of play and posting a few “No Entrance At This Point” or “Restricted Area” signs.

In response to a question regarding damages, Mr. Cutshall stated the CDD would be responsible for the cost of repairs, if they cannot determine who caused the damages. A Board Member recalled a discussion in which Mr. Crusselle agreed to share the cost and noted that there were reserve funds.

Mr. Nelson will obtain a proposal from A Perfect 10 Fencing Company and present it at the next meeting. Mr. Hurley will prepare signage samples and installation locations to present at the next meeting.

In response to a question, A Staff Member stated that he would follow up with Amy, from maintenance, regarding whether a work order was issued to clean up the entire walking path area, including removing debris and trimming tree branches and she should work with Mr. and Mrs. Tribbey in determining how the trees should be trimmed and which ones to trim.

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

Mr. Adams stated Mr. Martin delivered two grates to the maintenance facility, one of which will require modifications before being installed.

Mr. Adams distributed and presented a \$33,050 proposal from SOLitude Lake Management’s (SOLitude) to remove invasive plants; EDRA #1 requires the most work. The cost was more than expected but a proposal from DTE, with other options, was expected.

Mr. Adams stated the District has budget funds allocated to complete dry retention maintenance and refurbishment projects. He suggested commencing the work to prevent further delays, approving the proposal, directing Staff to obtain two other proposals and to authorize the District Manager and Chair to execute the final proposal. Mr. Martin stated he would obtain and present a proposal at the next meeting.

This item was deferred to the next meeting.

- **NEXT MEETING DATE: February 12, 2019 at 2:00 P.M.**

The next meeting will be held on February 12, 2019 at 2:00 p.m.

- **Down To Earth**

**This item was an addition to the agenda and, going forward, this should be included as Item D of the Staff Reports.**

Mr. Martin stated Mr. Ansley located five areas where the grates need to be replaced within the next six to 12 months. Mr. Ansley was directed to prepare a full inventory indicating the grate locations and measurements and email it to Mr. Adams for presentation at the February meeting. Mr. Adams and Mr. Heath will identify easements and provide Mr. Ansley with locations to access areas.

In response to a question of whether WREC has the necessary equipment to install the poles, Mr. Cutshall stated that he was verbally told that; however, because of inconsistencies, all communication between the CDD and WREC is being done through email. Once the poles are installed they would have to return and connect the poles.

**TENTH ORDER OF BUSINESS**

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

Mr. Vaughn asked who owns the front property. Mr. Cutshall stated that the CDD purchased it in 2014. In response to whether the property would revert back to the HPMA or have a say in the property, Mr. Adams explained that the CDD is a form of local government, having the same boundaries as the HPMA; they are just separate entities.

Mr. Vaughn stated that WREC's website indicated that they are spending \$13 million next year for their solar program. Mr. Cutshall explained WREC's solar program and stated a benefit of engaging WREC to install the lights was WREC's maintenance contract, as it states they are responsible for replacing the bulbs so the District will no longer have that expense.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests**

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

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

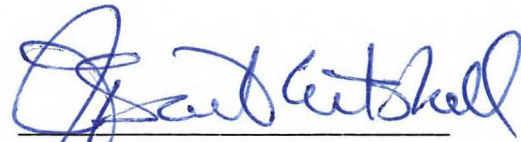
There being nothing further to discuss, the meeting adjourned.



On MOTION by Mr. Nelson and seconded by Mr. Walsh, with all in favor, the meeting adjourned at 3:55 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair