

**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, February 12, 2019 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
Kathleen Lonergan	Vice Chair
Neil Goulette	Assistant Secretary
Michael Walsh	Assistant Secretary
Jack Nelson	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Kurt Heath	District Engineer
Chris Ansley	Assistant Golf Course Superintendent
Jeremy Martin	Down to Earth Landscape & Irrigation
Jacob Heiser	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. Jacob Heiser, a resident, asked to discuss the retention pond next to his property. Mr. Cutshall replied that the Board would discuss the item towards the end of the meeting.

THIRD ORDER OF BUSINESS

Consideration of Down To Earth Landscape & Irrigation Proposal for Invasives Removal

Mr. Cutshall presented the Down To Earth Landscape & Irrigation (DTE) Proposal for Invasives Removal, in the amount of \$30,000. A Board Member asked how the work would be performed. Mr. Martin stated removal of the invasives would be subcontracted and DTE would do the herbicide work; the project would take up to a maximum of two weeks. The subcontractors would cut the stumps and slice into them to create an opening and then DTE would apply a concentrated chemical. Mr. Adams stated that the CDD has sufficient funds to proceed with the DTE proposal. Prior to commencing work, Management would require acknowledgement of and the name of the subcontractor, a copy of their licenses and a Certificate of Insurance (COI), naming the District as an additional insured. As to liability, Mr. Adams stated, in the event that there is a failure, the CDD must have the assurances of a direct COI with liability, to make sure that the subcontractor is properly licensed for the work being performed on CDD property. Mr. Martin stated that the subcontractor engaged by DTE is A&Z Tree Service, which previously worked for the CDD. Ms. Lonergan noted that the SOLitude contract was \$3,050 higher than the DTE proposal but was much more detailed. Discussion ensued regarding the proposals, the contractors and the EDRA.

On MOTION by Ms. Lonergan and seconded by Mr. Goulette, with Ms. Lonergan, in favor, and Mr. Walsh, Mr. Nelson, Mr. Cutshall and Mr. Goulette dissenting, the SOLitude Lake Management Proposal for Vegetation Removal, in the amount of \$33,050, was not approved. (Motion failed 1-4)

Mr. Adams suggested that DTE should be required to include in its description the 75' along EDRA #1, which was outlined in SOLitude's description, along with the additional items that he previously outlined.

On MOTION by Mr. Walsh and seconded by Mr. Nelson, with Mr. Walsh, Mr. Nelson, Mr. Cutshall and Mr. Goulette in favor, and Ms. Lonergan dissenting, the Down To Earth Landscape & Irrigation Proposal for Invasives Removal, in the amount of \$30,000, was approved. (Motion passed 4-1)

FOURTH ORDER OF BUSINESS

Consideration of SOLitude Lake Management Proposal for Vegetation Removal

This item was addressed during the Third Order of Business.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2018

Mr. Adams presented the Unaudited Financial Statements as of December 31, 2018. Assessment revenue collections were at 73% and expenditures were at 25%. Mr. Goulette noted no expenditures for the retention ponds or irrigation for October, November and December. Mr. Adams stated that the invoices were received in early January and were being processed. In response to a request for financials from other months, Mr. Adams would forward copies of the September and November financials to all Board Members. Mr. Goulette noted that a transmittal letter on the Stroud Engineering Consultants invoice was missing. Ms. Lonergan inquired about the DTE billing. Mr. Adams reiterated that the invoices were not received until January. Mr. Goulette requested an explanation of the charges that the CDD receives from other Districts. Mr. Adams explained that the FedEx charges are for the meeting packets that are shipped to him each week for various meetings and, as it is more economical to ship several meeting packets at one time, rather than separately, the bill is split and each District is then billed, resulting in cost-savings. The financials were accepted.

SIXTH ORDER OF BUSINESS

Approval of December 4, 2018 Regular Meeting Minutes

Mr. Cutshall presented the December 4, 2018 Regular Meeting Minutes. The following changes were made:

Line 26 and throughout: Change "Bohn" to "Vaughn"

Line 168: Change "I-75" to "1 to 75"

Mr. Goulette stated that he previously emailed Mr. Adams a request to commence a To-Do List of action items to track the CDD's project progress. Going forward, Mr. Adams would prepare a list prior to each meeting.

In response to Mr. Goulette's question regarding installing irrigation on EDRA #40, Mr. Martin stated that he and Mr. Adams received an email from a resident requesting it and he is preparing a proposal to transplant the agave that is in the middle of the EDRA closer to the

rocks, create two separate beds and install bubbler irrigation heads; everything must be itemized prior to distribution to the Board. Mr. Goulette read the email.

In response to a question, Mr. Martin stated that the cactus plants were not dead.

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, the December 4, 2018 Regular Meeting Minutes, as amended, were approved.

SEVENTH ORDER OF BUSINESS

Assignment of Duties/Board Member Reports

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

Mr. Goulette stated the drain installed at Hole #5 was faulty and was roped off; the issue would be corrected. Mr. Martin stated that staff would act quickly to repair the drain since the weather was warming up. A new Superintendent would take over his position and he would review all open items with him and report back to the Board. Mr. Martin stated that his last day would be Monday, February 18th and asked Mr. Goulette to meet him and the new employee at Hole #5 to evaluate issues and review what needs to be done. They would meet on the afternoon of February 18th at Hole #5.

Mr. Goulette asked if sod could be added to the swale that was installed along the fence line of Hole #9. Mr. Martin would inspect the area and make sure that a sprinkler head is working to properly irrigate the area.

Mr. Walsh reviewed the seven items on the CDD Grate Replacement handout and stated that item #5 looks okay and could be deferred. Mr. Goulette asked if the mechanic could repair the grate. Mr. Ansley stated Staff did not engage the fence contractor because the CDD's mechanic could repair the grate. Mr. Ansley would make the repair a priority.

Mr. Walsh stated, regarding the sumps and the inlets, there was a lot of water because the aquifer was up. A lake is drying up, is overgrown with weeds and buildup and must be addressed, as the dry season would end in a few months. Discussion ensued regarding the plant material on three lake banks, installing grass versus sod and EDRA's #44 and #48.

B. Finance Matters and Negotiations:

There were no finance matters or negotiations to discuss.

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

- Lighting: The current lighting project was completed. One light pole was installed in the wrong location and would be relocated at no cost to the District; all the lights were up and operational.
- Mosquito Control: The County continues doing a good job monitoring and controlling mosquitoes.
- Front Property: 125 trees were removed. This improved the appearance of the property and some commented on how much better it looks without the overgrowth.

Mr. Cutshall stated that Florida was making a big push to maintain green zones and he felt that the 5½ acres on the front property was a green zone, which is very attractive as one approaches; however, the area was a bit vacant with the removal of the 125 trees. He proposed planting new trees in 2020 and contacted two entities in that effort. The Florida Forest Service (FFS) agreed, at no charge to the District, to perform an inspection and conduct a soil analysis to determine what killed the other trees; the Boy Scouts could plant trees to earn credits toward merit badges and then the CDD would donate the funds that it would cost to plant those trees to that organization. This would preserve the green zone and prevent erosion, as tree root systems are a great way to solidify soil.

Mr. Nelson obtained proposal for a fence at Paleo Park, which would encircle the park. The existing chain-link would be replaced with a twin split-rail fence, from one end to the other, with an opening to the southeast area, where a 12' gate would be installed to access the park for maintenance, tree cutting, etc. Based on the cost that would be added to the two other phases, the 475 lineal feet of fencing would cost \$4,987, including the gate. Discussion ensued regarding the necessity of a gate, the type of fence, the warranty, damage from golf balls, responsibility for fence repairs and maintenance, installing signage, HOA participation and the cost and funding source.

On MOTION by Mr. Nelson and seconded by Mr. Walsh, with all in favor, replacing the existing chain-link fence with 475 linear feet of vinyl split-rail fencing all around Paleo Park, including a 12' gate, in a not-to-exceed amount of \$4,987, with potential participation by the HOA, was approved.

EIGHTH 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*

Mr. Adams reported the following:

- Mr. Martin forwarded a DTE \$2,644.16 proposal to repair the Toro 4000 machine and pointed out the reliability issues with the mower.
- Management anticipated eventually purchasing a replacement mower and was setting aside funds in the current year budget and securing the remaining portion in the Fiscal Year 2020 budget.

Mr. Martin stated the rear end on the Toro 4000 needed repairs and all the parts that visibly require replacement were included in the proposal; during repairs, there may be additional issues that are not currently noticeable. He recommended replacing the mower soon, as it is old and had a lot of usage. A Board Member asked if the District buys or leases the other equipment that was recently acquired. Mr. Martin stated that the HP was leased. Mr. Adams stated it costs the District \$70,000 to \$80,000 to lease the equipment; the District could probably take out a five-year lease. Discussion ensued regarding the value of the current equipment, levying an assessment of \$1.01 per property owner per month to lease a new mower and whether to repair or purchase a new mower. Mr. Adams recommended repairing the mower and monitoring it closely over the next few months and, if there are more issues, the Board should consider leasing or purchasing a new mower.

- **NEXT MEETING DATE: April 9, 2019 at 2:00 P.M.**

The next meeting will be held on April 9, 2019 at 2:00 p.m.

D. Down To Earth Landscape & Irrigation

Mr. Cutshall stated that several residents emailed expressing their desire to have Lake 30B stocked with fish. In response to Mr. Cutshall's question, Mr. Adams stated, in 2018, the lake was stocked with a mix of Tilapia and Katsambekis fish to control algae and larvae, at a cost of \$5,000. This process is repeated every two or three years and the lake was stocked with 12,000 or 15,000 fish over the last ten or 12 years. Discussion ensued.

NINTH ORDER OF BUSINESS**Audience Comments: Non-Agenda Items [3 minutes per person]**

Mr. Heiser stated that, over the last five years, he initiated several discussions regarding the retention pond near his residence. The problem is that the ground is gradually disappearing. Several times he was assured that funds were budgeted to rectify the situation but nothing happened so he ultimately filed a lawsuit against the CDD. Mr. Greg Russell presented a plan to re-grade the area but nothing happened. In the meantime, he was informed that the retention pond is owned by the Village, instead of the CDD. He asked if that was a fact. Mr. Cutshall stated that the Village President informed him that the retention ponds are owned by the Village and it would cost \$50,000 to re-grade the pond. The issue was deferred to the District Engineer and monitoring devices were installed in the pond. Mr. Heiser stated that the stakes were installed to indicate if the lake bank was moving but erosion was happening on the surface and the stakes had not moved. Mr. Cutshall stated that the Village is responsible for the retention pond and the District has no involvement. Discussion ensued regarding vegetation, sprinklers, reclaimed water, the lake bank and the Village. Mr. Heiser requested information about the stakes. Mr. Heath noted Mr. Heiser's address to personally deliver the information.

TENTH ORDER OF BUSINESS**Supervisors' Requests**

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

ELEVENTH ORDER OF BUSINESS**Adjournment**

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Cutshall and seconded by Mr. Walsh, with all in favor, the meeting adjourned at 3:19 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGES]


Secretary/~~Assistant Secretary~~


Chair/~~Vice Chair~~