

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

The Board of Supervisors of the Heritage Pines Community Development District held a Regular Meeting on December 1, 2020 at 2:00 p.m., in the Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667.

Present were:

Kathleen Lonergan	Chair
Neil Goulette	Vice Chair
Michael Walsh	Assistant Secretary
Arthur Rhodes	Assistant Secretary
Carol Vaughan	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Kurt Heath	District Engineer
Tim Gatz	Down to Earth Landscaping (DTE)
Herb Hurley	HPCA
Janice Benedetti	Supervisor-Elect

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. Supervisor-Elect Janice Benedetti, elected to Mr. Goulette's seat, was present.

SECOND ORDER OF BUSINESS

Public Comments: Agenda Items [3 minutes per person]

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Arthur Rhodes [SEAT 1], Janice Benedetti [SEAT 2] and Michael Walsh [SEAT 3] (*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 Mr. Rhodes, Ms. Benedetti and Mr. Walsh. 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. Form 1: 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 stated that, at a workshop prior to the February regular meeting, Mr. Adams would deliver a PowerPoint presentation regarding Sunshine Laws and Florida Statutes in relation to CDDs. She requested that Board Members with questions and concerns submit them to Mr. Adams prior to the workshop so that he could be prepared to answer them.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries a Treasurer and an Assistant Treasurer of the District, and Providing for an Effective Date

Mr. Adams presented Resolution 2021-01. Mr. Walsh nominated Ms. Lonergan for Chair and Mr. Rhodes for Vice Chair. Mr. Adams named the slate of officers, as follows:

Kathleen Lonergan	Chair
Arthur Rhodes	Vice Chair
Chuck Adams	Secretary
Michael Walsh	Assistant Secretary
Carol E Vaughan	Assistant Secretary
Janice Benedetti	Assistant Secretary
Craig Wrathell	Assistant Secretary
Craig Wrathell	Treasurer

Jeff Pinder

Assistant Treasurer

No other nominations were made.

On MOTION by Mr. Walsh and seconded by Mr. Rhodes, with all in favor, Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries a Treasurer and an Assistant Treasurer of the District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2020

Mr. Adams presented the Unaudited Financial Statements as of October 31, 2020. Board Members would receive a package with the Fiscal Year 2020 Operating Fund financial statements, a year-end income statement and a copy of the Auditor Engagement Letter. Mr. Adams would include the Fiscal Year 2019 financial statements in the package.

On MOTION by Mr. Rhodes and seconded by Mr. Walsh, with all in favor, the Unaudited Financial Statements as of October 31, 2020, were accepted.

SIXTH ORDER OF BUSINESS

Approval of October 20, 2020 Regular Meeting Minutes

Ms. Lonergan presented the October 20, 2020 Regular Meeting Minutes. The following changes were made:

Line 45: Insert "Mr. Heath to meet with Ms. Lonergan and Mr. Goulette to present a proposal from Schaer and the discussion was continued to December Meeting."

- **To Do Action Items List**

Item 3: Per Mr. Gatz, stated nothing has been done yet. He asked if there was a preference regarding installing sod or native grass plants. Ms. Lonergan voiced her preference for plants. Mr. Gatz would also add sod to reduce the erosion in the area.

Item 4: A proposal from Sunshine Sprinkler Company to add sprinkler heads in EDRA 18 was approved at the October 20, 2020 meeting. The project is to commence in December.

Item 6: Mr. Gatz obtained a \$1,000 proposal from DTE to complete the pathway. The pathway would be outlined with pavers and brown river rock.

On MOTION by Ms. Vaughan and seconded by Mr. Walsh with all in favor, the \$1,000 DTE proposal to complete the pathway, was approved.

Items 7: Mr. Gatz obtained a proposal to re-sod 1,200 square feet of EDRA 15B.

On MOTION by Mr. Walsh and seconded by Mr. Rhodes with all in favor, the \$1,200 DTE proposal to re-sod 1,200 square feet of EDRA 15B, was approved.

Item 8: Mr. Heath presented a Schaer Development proposal to address two areas.

On MOTION by Mr. Walsh and seconded by Ms. Vaughan with all in favor, the Schaer Development proposal for tree/debris removal on the north and south side areas, in a not-to-exceed amount of \$17,020.22, was approved.

Item 9: Was completed and should have been removed as of the October 20, 2020.

Item 10: Ongoing. The February 16, 2021 workshop would start at noon, followed by the Regular Meeting. Meetings would be held in the PAC room for the remainder of the year.

Supervisor Walsh reported a deep depression at the retention area near Hole #7. The consensus was to install flags near EWRA 3C and add this item on the To Do Action Items List.

Ms. Benedetti asked about adding unofficial meeting minutes to the newsletter. Mr. Adams suggested noting the action items discussed, proposals presented, locations, etc. Mr. Adams would forward audio files after each meeting to Ms. Benedetti. Mr. Heath would provide area maps to Ms. Benedetti.

On MOTION by Mr. Walsh and seconded by Ms. Vaughan, with all in favor, the October 20, 2020 Regular Meeting Minutes, as amended, were approved.

SEVENTH ORDER OF BUSINESS

Assignment of Duties/Board Member Reports

A. Golf Course Surrounding Areas: *Supervisor Walsh*

Ms. Loneragan stated she would take over reporting about the West area.

Mr. Adams would have this item updated, going forward, to reflect Ms. Loneragan’s new assignment. Mr. Walsh would report on the East area.

Mr. Walsh stated the area flooded and cannot be maintained until it is dry.

Ms. Loneragan stated the sumps would be scheduled for maintenance twice per year.

B. Finance Matters and Negotiations: *Supervisor Rhodes*

Mr. Rhodes stated the finances were discussed earlier in the meeting.

C. Mosquito Control, Front Property and Paleo Park: *Supervisor Vaughan*

Ms. Vaughan reported the following:

- The northeast side of Paleo Park is bare and should be mulched.
- An abundance of bushy branches covering the overflow on the east side of Paleo Park should be inspected.

Ms. Loneragan stated a large weed growing in the drop inlet drain, between the white T-Box on Hole #7 and behind Hole #6, should be removed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Straley Robin Vericker, P.A.*

There being no report, the next item followed.

B. District Engineer: *Stroud Engineering Consultants*

Mr. Heath reported the following:

- He would coordinate with Schaer on the approved proposal and schedule a start date in the spring.
- A quote to re-stake the buffer on #38 would be obtained.
- Copies of area maps would be provided to Ms. Benedetti.

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

Mr. Adams reported the following:

- The Educational Workshop PowerPoint presentation was prepared and ready.
- Three conservation area signs would be obtained by the next meeting.
 - **NEXT MEETING DATE: February 16, 2021**
 - **CDD Educational Workshop at 12:00 P.M.**
 - **Regular Board Meeting at 2:00 P.M.**
 - **QUORUM CHECK**

The next meeting would be held on February 16, 2021.

NINTH ORDER OF BUSINESS

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

There were no public comments.

TENTH ORDER OF BUSINESS

Supervisors' Requests

Ms. Lonergan thanked Mr. Goulette for his service on the Board and presented a gift from the Board.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Rhodes and seconded by Ms. Vaughan, with all in favor, the meeting adjourned at 2:55 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

COPSA
Secretary/Assistant Secretary

Kathleen Loneyan
Chair/Vice Chair