

**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 6, 2022 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
Arthur Rhodes	Vice Chair
Carol Vaughan	Assistant Secretary
Janice Benedetti	Assistant Secretary
Michael Walsh	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Kurt Heath	District Engineer
Tim Gatz	Down to Earth Landscaping (DTE)
Residents	

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.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Public Comments: Agenda Items [3 minutes per person]

There were no public comments.

FOURTH ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Kathleen Lonergan [Seat 4] and Carol Vaughan [Seat 5] (*the following to be provided in separate package*)

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Lonergan and Ms. Vaughan. Both are familiar serving on a CDD Board.

A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Adams presented Resolution 2023-01. Mr. Walsh nominated the following slate:

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

No other nominations were made. Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Walsh and seconded by Ms. Benedetti, with all in favor, Resolution 2023-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Down to Earth Landscape & Irrigation Estimates

A. #41086 for Bahia Sod Installation

Mr. Gatz presented the estimate to install sod on the slope, north of EDRA #28 and reported that the irrigation system was installed a few weeks ago.

On MOTION by Mr. Walsh and seconded by Mr. Rhodes, with all in favor, Down to Earth Landscape & Irrigation Estimate #41086, to install sod at the slope, north of EDRA #28, in the amount of \$14,040, was approved.

B. #41063 for Red Cypress Mulch Installation

Mr. Gatz presented the estimate for mulch installation. Ms. Lonergan listed the installation areas, which are near EDRA #44A, #24B, #20B, #15A, #7, #30 and #40. These areas were taken from Mr. Gatz’s email. The project will commence in the summer.

Discussion ensued regarding mulch installation frequency, a recommendation to install mulch annually and inspecting areas throughout the year to determine need.

On MOTION by Ms. Vaughan and seconded by Mr. Walsh, with all in favor, Down to Earth Landscape & Irrigation Estimate #41063, to install red cypress mulch in areas near EDRA #44A, #24B, #20B, #15A, #A7, #A30 and #40, as itemized, in the amount of \$18,486, was approved.

SEVENTH ORDER OF BUSINESS

Discussion: Pine Tree Removal on Front Property per Arborists Report

Ms. Lonergan discussed the recommendations in the Arborist’s Report distributed at the last meeting and recommended Mr. Gatz obtain estimates to remove the tagged trees and, once removed, have the Arborist inspect and make further recommendations.

This item will remain on the agenda.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2022

Mr. Adams presented the Unaudited Financial Statements as of October 31, 2022.

Discussion ensued regarding confirming that DTE’s late invoices for Fiscal Year 2022 were processed and included for the upcoming audit, which is underway.

Mr. Adams stated that, once finalized, the September 30, 2022 Reconciliation Report will be emailed to the Board.

On MOTION by Mr. Vaughan and seconded by Mr. Rhodes, with all in favor, the Unaudited Financial Statements as of October 31, 2022, were accepted.

NINTH ORDER OF BUSINESS

Approval of October 18, 2022 Regular Meeting Minutes

Ms. Lonergan presented the October 18, 2022 Regular Meeting Minutes. The following change was made:

Line 30 and throughout: Change “Rosellan” to “Routten”

Line 31: Delete duplicate entry “Barry Musick”

Line 142: Change “Rice” to “Reiss”

Lines 283, 286 and 297: Change “Hurley” to “Gatz”

On MOTION by Mr. Walsh and seconded by Mr. Rhodes, with all in favor, the October 18, 2022 Regular Meeting Minutes, as amended, were approved.

- **To Do Action Items List**

Items 8, 9 and 16: Descriptions updated.

Items 11, 14 and 17 were completed.

TENTH ORDER OF BUSINESS

Staff Reports

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

There was no report.

B. District Engineer: *Stroud Engineering Consultants*

Mr. Heath stated he expects the South Florida Water Management District (SFWMD) to approve the shortfall modification to allow the Village to level the area in EDRA 9B, Winding Way Village.

Mr. Heath distributed proposals from Lupton’s Construction and Schaer Developments for varied scopes of work to repair the 36” storm drain pipe. The \$8,552.08 estimate will be approved when the project commences in the spring, when water levels recede.

Treatment of Lake 33 was discussed.

Mr. Adams will ask SOLitude how they access the lakes.

Mr. Gatz stated he is obtaining proposals to repair the pipe causing the depression in EWRA #3C, near Hole #7. He will tell Mr. Hurley to email the maintenance proposals he is obtaining to the Board prior to the next meeting.

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

- **NEXT MEETING DATE: February 21, 2023 at 2:00 P.M.**

○ **QUORUM CHECK**

The next meeting would be held on February 21, 2023.

Regarding videotaping and providing a microphone at CDD meetings, Ms. Lonergan stated a microphone will be obtained. Mr. Adams stated that the CDD is not required to videotape meetings.

ELEVENTH ORDER OF BUSINESS

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

A resident stated he did not receive a notice about the election and asked if it was publicly noticed. Mr. Adams stated that the ad ran in the newspaper’s legal section, as required by Florida Statutes. It was noted that announcements of upcoming elections are included in the CDD’s minutes, which are on the CDD website, and interested candidates must contact the Supervisors of Elections office directly to qualify as a candidate.

TWELFTH ORDER OF BUSINESS

Supervisors’ Requests

Ms. Benedetti noted that residents are concerned about wild animals accessing the property and asked if the Board considered installing fencing around the retention areas.

Discussion ensued regarding ways to limit or block access by wildlife and addressing this in the future if it becomes a safety issue.

Mr. Rhodes asked for the minutes to capture the Board’s concern over fixed versus variable and, if it does go over the fixed cost, then that opens it up to other considerations, which he hopes will get back to herb. And that the Board is happy with Tim and sees no reason to change that from where the CDD is now but the Board will be open to adjustments to costs as they may seem appropriate.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Rhodes and seconded by Mr. Walsh, with all in favor, the meeting adjourned at 2:47 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair