

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

The Board of Supervisors of the Heritage Pines Community Development District held a Regular Meeting on February 20, 2024 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:

Chuck Adams	District Manager
Kurt Heath	District Engineer
Herb Hurley	HPCA General Manager

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]

No members of the public spoke.

FOURTH ORDER OF BUSINESS

Update: Operations Activities

Ms. Lonergan voiced her opinion that the technicians have done a great job maintaining the ponds. She appreciates that Hole #7 and Pond #5 have been improved.

Mr. Hurley stated that Mr. Gatz will continue to monitor Pond #7 and advise if algae recurs. He believes that SOLitude’s new plan is helping dramatically.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01 Implementing Section 190.006(3), Florida Statutes, and Requesting that the Pasco County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

Mr. Adams presented Resolution 2024-01 and noted the following:

- Seats 1, 2 and 3, currently held by Arthur Rhodes, Janice Benedetti and Michael Walsh, respectively, will be up for election at the November 2024 General Election.
- Candidates must be a citizen of the United States, at least 18 years of age, a legal resident of Florida, reside within the CDD and be a registered voter in Pasco County.
- Each Board Member is entitled to receive compensation of \$200 per meeting, up to an annual maximum of \$4,800 per year.
- Each Seat carries a four-year term.
- The candidate qualifying period is noon, June 10, 2024 to noon, June 14, 2024.

Mr. Adams explained that candidates will receive Form 1 and paperwork related to continuing education requirements at time of qualification.

On MOTION by Mr. Rhodes and seconded by Mr. Walsh, with all in favor, Resolution 2024-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Pasco County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting for the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Update: Required Ethics Training and Form 1 Disclosure Filing

Mr. Adams presented the Memorandum and noted the following:

- Board Members must complete four hours of ethics training by December 31, 2024.
- The training requirement consists of two hours of Ethics Law, one hour of Sunshine Law and one hour of Public Records Law.
- The Board Members might have received an email from the Florida Association of Special Districts, which offers a four-hour class for \$79. That course offers a Certificate of Completion.
- The electronic version of the agenda also includes links to other courses; the Florida Commission on Ethics offers good free course options. The 50-minute courses will count as credit for a one-hour course.
- At this time, there is no requirement to submit proof of course completion; however, it is recommended that Board Members keep screenshots or photographs to document course completion.
- The Board Members will receive an email from the Florida Commission on Ethics guiding them to register, which will enable them to file Form 1 electronically with the Commission on Ethics beginning in 2024.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date

Mr. Adams presented Resolution 2024-02. The Fiscal Year 2023 budget is being amended due to accruals that exceeded the adopted budget appropriations by approximately \$32,000. Dry retention pond refurbishment and replanting exceeded the budget line item by approximately \$25,000 and irrigation exceeded budget by approximately \$10,000. Amending the budget will avoid a finding in the audit.

On MOTION by Mr. Walsh and seconded by Ms. Benedetti, with all in favor, Resolution 2024-02, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2023

Mr. Adams stated that the title on Page 2 will be corrected to reflect that the period ended on December 31, 2023. On-roll assessment revenue collections were at 91% through December 31, 2023. Irrigation water usage increased, which is expected due to the dry season.

A Board Member noted that Mr. Gatz has not submitted the hours for the mowers. Mr. Hurley stated that he will ask for the hours to be submitted.

Discussion ensued regarding the irrigation reports, the \$12,000 budget allowance amount and funds spent on repair and maintenance.

Mr. Adams noted that the allowance can fluctuate greatly due to the age of the system. Mr. Hurley stated that, currently, only the costs of the parts for irrigation are charged; labor can be added to the allowance amount in the future, if preferred.

Mr. Hurley was asked to provide his recommendations in advance of the next meeting. Mr. Hurley noted that overall labor costs are increasing exponentially.

Asked about the audit, Mr. Adams stated the audit is underway. He will ask for it to be presented for consideration at the April meeting.

On MOTION by Mr. Rhodes and seconded by Ms. Vaughan, with all in favor, the Unaudited Financial Statements as of December 31, 2023, were accepted.

NINTH ORDER OF BUSINESS

Approval of December 5, 2023 Regular Meeting Minutes

The following changes were made:

Lines 22 and 37: Change "Catheryn Mersowsky" to "Katherine Mazowski"

Line 40: Change "A Board Member" to "HPCA GM Herb Hurley"

On MOTION by Ms. Benedetti and seconded by Ms. Vaughan, with all in favor, the December 5, 2023 Regular Meeting Minutes, as amended, were approved.

Ms. Lonergan read the following email received from a resident:

"Good afternoon. I just wanted to thank the CDD Board for your approval and quick attention to the issue being the dead landscape and heavy growth behind my home that I brought before you last month. The new sod was laid and the bushes and trees were trimmed. I want to also thank Celeste and Herb for their part in making this area beautiful again. This is another example of what makes living in HP worthwhile, teamwork at its best. Thank you very much, Mr. Mitchell."

- **To Do Action Items List**

Items 13, 15 and 17 were completed.

Item 5: Remove DTE, as HP took over as of April 2023. Item 5 will be ongoing.

A Board Member stated that he and Mr. Gatz discussed NWRA #47 at #18, which is a reserve area with white stakes installed by the Southwest Florida Water Management District (SWFWMD). Looking towards the back tee box, a white stake is missing in the right-hand corner. He asked if four dead trees inside the cordoned off area can be removed, as they interfere with play in the area.

Mr. Heath stated he will inspect the area. The stakes delineate the wetland buffer. He noted that NWRA #33 to the north, which was staked out years ago, might need to be re-staked, and vegetation was reported to be overgrown. Mr. Heath stated he will request a price to survey and re-stake the area.

Ms. Lonergan stated that is on the list; Item #5, which is #47 and NWRA #38, are ongoing and can always be addressed.

A Board Member asked what the blue stakes signify.

Mr. Heath stated that the PVC stakes mark the wetland buffer.

Mr. Hurley stated the golf course uses blue stakes to mark wetland areas that cannot be entered into.

A Board Member stated that red markers indicate areas from which golfers can hit; blue areas require the golfer to take a stroke.

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 that he met with the environmental firm; they are unable to assess until the stakes are installed to delineate boundary limits. He will request pricing for the survey. A request was received for a curb inlet repair in Worthington.

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

- **NEXT MEETING DATE: April 16, 2024 at 2:00 PM**
 - **QUORUM CHECK**

ELEVENTH ORDER OF BUSINESS

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

No members of the public spoke.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

Ms. Benedetti stated the fence at Paleo Park was power washed and it is 95% good. The sign was reinstalled. In her opinion, the bottom of the benches and the sign need to be painted.

Ms. Vaughan stated that Mosquito Control treated the drains in the community. She asked about the ponds and was advised that some of the small fish in the ponds that eat approximately 400 mosquitoes per day will be replenished.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Rhodes and seconded by Ms. Vaughan, with all in favor, the meeting adjourned at 2:32 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

COP SA:
Secretary/Assistant Secretary

Kathleen Snyder
~~COP SA:~~
Chair/Vice Chair