

# **HERITAGE PINES**

## **COMMUNITY DEVELOPMENT DISTRICT**

**April 15, 2025**

**BOARD OF SUPERVISORS**

## **REGULAR MEETING AGENDA**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA  
LETTER**

**Heritage Pines Community Development District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889**

April 8, 2025

Board of Supervisors  
Heritage Pines Community Development District

<p><b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>
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Dear Board Members:

The Board of Supervisors of the Heritage Pines Community Development District will hold a Regular Meeting on April 15, 2025 at 2:00 p.m., in the Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667. The agenda is as follows:

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Public Comments: Agenda Items *[3 minutes per person]*
4. Update: Operations Activities
5. Consideration of Resolution 2025-03, Approving a Proposed Operation and Maintenance Budget for Fiscal Year 2025/2026; Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting, and Publication Requirements; and Providing an Effective Date
6. Consideration of Resolution 2025-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date
7. Consideration of Resolution 2025-05, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date
8. Acceptance of Unaudited Financial Statements as of February 28, 2025
9. Approval of February 18, 2025 Regular Meeting Minutes
  - To Do Action Items List
10. Staff Reports
  - A. District Counsel: *Straley Robin Vericker, P.A.*

- B. District Engineer: *Stroud Engineering Consultants*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*

- UPCOMING MEETINGS

- June 17, 2025 at 2:00 PM [Regular Meeting]
- July 15, 2025 at 2:00 PM [Adoption of FY2026 Budget]

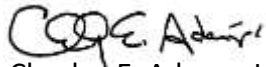
- QUORUM CHECK

SEAT 1	ARTHUR RHODES	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	STEPHEN PUTMAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	MICHAEL WALSH	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	KATHLEEN F. LONERGAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	CAROL E. VAUGHAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 11. Audience Comments: Non-Agenda Items *[3 minutes per person]*
- 12. Supervisors' Requests
- 13. Adjournment

If you have any questions or comments, please contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.  
 District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 229 774 8903**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**5**

**RESOLUTION 2025-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2025/2026; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Heritage Pines Community Development District (“**District**”) prior to June 15, 2025 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (“**Proposed Budget**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: July 15, 2025

HOUR: 2:00 p.m.

LOCATION: Heritage Pines Country Club Meeting Room  
11524 Scenic Hills Boulevard  
Hudson, Florida 34667

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED ON APRIL 15, 2025.**

ATTEST:

**HERITAGE PINES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2025/2026**

**Exhibit A: Proposed Budget for Fiscal Year 2025/2026**



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2026**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
TABLE OF CONTENTS**

Description	Page Number(s)
General Fund Budget	1-2
Definitions of General Fund Expenditures	3-4
Proposed Assessments	5

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2026**

	Fiscal Year 2025				Proposed Budget FY 2026
	Adopted Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025	Total Actual & Projected	
<b>REVENUES</b>					
Assessment levy - gross	\$ 329,709				\$ 325,656
Allowable discounts (4%)	(13,188)				(13,026)
Assessment levy - net	316,521	\$ 298,045	\$ 18,476	\$ 316,521	312,630
Interest and miscellaneous	1,000	69	931	1,000	1,000
Total revenues	<u>317,521</u>	<u>298,114</u>	<u>19,407</u>	<u>317,521</u>	<u>313,630</u>
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Supervisors	7,000	3,230	3,770	7,000	7,000
Management/recording	32,450	13,521	18,929	32,450	32,450
Legal	1,000	140	860	1,000	1,000
Engineering	5,000	1,551	3,449	5,000	5,000
Audit	7,500	-	7,500	7,500	7,500
Assessment roll preparation	7,210	3,004	4,206	7,210	7,210
Trustee	4,337		4,337	4,337	4,337
Telephone	150	63	87	150	150
Rental and leases	1,860	775	1,085	1,860	1,860
Postage	1,000	408	592	1,000	1,000
Printing & binding	1,030	429	601	1,030	1,030
Legal advertising	350	122	228	350	350
Annual special district fee	175	175	-	175	175
Insurance	9,300	9,378	-	9,378	9,700
Contingencies	1,000	597	700	1,297	1,300
Website ADA compliance	210	210	-	210	210
Website hosting & maintenance	705	-	705	705	705
Total professional & administrative	<u>80,277</u>	<u>33,603</u>	<u>47,049</u>	<u>80,652</u>	<u>80,977</u>

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2026**

	Fiscal Year 2025			Total Actual & Projected	Proposed Budget FY 2026
	Adopted Budget FY 2025	Actual through 2/28/2025	Projected through 9/30/2025		
<b>Operation and maintenance</b>					
Street lighting	22,500	7,806	12,000	19,806	20,000
Retention pond mowing/weed control/irr.	133,000	44,280	88,720	133,000	136,990
Irrigation Water	18,000	6,709	11,291	18,000	18,000
Contingency	1,000	-	1,000	1,000	1,000
Aquatic weed control	20,000	3,172	16,000	19,172	20,000
Dry retention pond refurbishment/planting	36,000	5,500	25,000	30,500	30,000
Total operation and maintenance	<u>230,500</u>	<u>67,467</u>	<u>154,011</u>	<u>221,478</u>	<u>225,990</u>
<b>Other fees and charges</b>					
Property appraiser	150	-	150	150	150
Tax collector	6,594	5,955	639	6,594	6,513
Total other fees and charges	<u>6,744</u>	<u>5,955</u>	<u>789</u>	<u>6,744</u>	<u>6,663</u>
Total expenditures	<u>317,521</u>	<u>107,025</u>	<u>201,849</u>	<u>308,874</u>	<u>313,630</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	191,089	(182,442)	8,647	-
Fund balance - beginning (unaudited)	380,243	352,709	543,798	352,709	361,356
Fund balance - ending					
Committed					
Disaster recovery	100,000	175,000	175,000	175,000	100,000
Future mower replacement	100,000	70,000	70,000	70,000	100,000
Working capital	150,000	150,000	135,243	135,243	75,000
Unassigned	30,243	148,798	(18,887)	(18,887)	86,356
Fund balance - ending (projected)	<u>\$ 380,243</u>	<u>\$ 543,798</u>	<u>\$ 361,356</u>	<u>\$ 361,356</u>	<u>\$ 361,356</u>

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional and Administrative Services**

Supervisors	\$ 7,000
<p>Statutorily set at \$200 (plus applicable taxes) for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year. The District anticipates seven meetings and all 5 Board Members receiving fees during the fiscal year.</p>	
Management/recording	32,450
<p><b>Wrathell, Hunt and Associates, LLC</b> specializes in managing community development districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, administer the issuance of tax exempt bonds and, operate and maintain the assets of the community.</p>	
Legal	1,000
<p>Straley Robin Vericker, provides on-going general counsel and legal representation. These lawyers are confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, this firm provides services as "local government lawyers" realizing that this type of local government is very limited in its scope – providing infrastructure and services to developments.</p>	
Engineering	5,000
<p>Stroud Engineering Consultants provides a broad array of engineering, consulting and construction services to the District, which assists in crafting solutions with sustainability for the long-term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	7,500
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures. The District currently has an agreement with Carr, Riggs &amp; Ingram, LLC.</p>	
Assessment roll preparation	7,210
<p><b>Wrathell, Hunt and Associates, LLC</b> provides assessment roll services, which include preparing, maintaining and transmitting the annual lien roll with the annual special assessment amounts for the operating, maintenance and capital assessments.</p>	
Trustee	4,337
<p>Annual fees paid to U.S. Bank for services provided as trustee, paying agent and</p>	
Telephone	150
<p>Telephone and fax machine.</p>	
Rental and leases	1,860
<p>This fee relates to management/recording.</p>	
Postage	1,000
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	1,030
<p>Letterhead, envelopes, copies, agenda packages, etc.</p>	
Legal advertising	350
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES (continued)**

Annual special district fee 175  
Annual fee paid to the Florida Department of Economic Opportunity.

Insurance 9,700  
The District carries public officials and general liability insurance with policies written by Preferred Governmental Insurance Trust. The limit of liability is set at \$1,000,000 for general liability (\$2,000,000 general aggregate) and \$1,000,000 for public officials liability.

Contingencies 1,300  
Bank charges, automate AP routing and other miscellaneous expenses incurred during the year.

Website ADA compliance 210  
Website hosting & maintenance 705

**Operation and maintenance**

Street lighting 20,000  
Estimated cost of annual street lighting cost paid to Withlacoochee River Electric.

Retention pond mowing/weed control/irr. 136,990  
The District has entered into an agreement with a qualified landscape contractor to provide dry retention pond mowing, weed control and irrigation repair services. The agreement includes the CDD providing the mowing equipment and the contractor providing everything else at cost.  
Contract w HPCA 133,000  
Equipment Repairs and Maint. 3,500  
136,500

Irrigation Water 18,000  
Provides for the irrigation water used to irrigate certain dry retention pond banks. This service is a pass through expense based upon a percentage of what the golf course is billed monthly by Pasco County.

Contingency 1,000  
The category is for automated AP routing and unforeseen expenditures that the District may incur during the fiscal year.

Aquatic weed control 20,000  
The District currently contract with a licensed lake maintenance contractor to provide monthly services to the District for aquatic weed control in it's wet ponds.

Dry retention pond refurbishment/planting 30,000  
Provides for dry retention pond refurbishment, overseeding and planting.

Property appraiser 150  
The property appraiser's fee is \$150.

Tax collector 6,513  
The tax collector's fee is 2% of assessments collected.

Total expenditures \$ 313,630

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
ADOPTED ASSESSMENTS**

Description	Number of Units	Projected FY 2026 Assessments		FY 25 Assessment
		GF	Total	
All Units	1,406	\$ 231.62	\$ 231.62	\$ 234.50
Total	<u>1,406</u>			

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**6**



**RESOLUTION 2025-04**

**A RESOLUTION OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2025/2026 AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Heritage Pines Community Development District ("District") is a local unit of special-purpose government created by, and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within Pasco County, Florida; and

**WHEREAS**, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

**WHEREAS**, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT**

**SECTION 1. ADOPTING REGULAR MEETING SCHEDULE.** Regular meetings of the District's Board shall be held during Fiscal Year 2025/2026 as provided on the schedule attached hereto as **Exhibit A**.

**SECTION 2. FILING REQUIREMENT.** In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file a schedule of the District's regular meetings annually with Pasco County and the Florida Department of Economic Opportunity.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 15th day of April, 2025.

ATTEST:

**HERITAGE PINES COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit "A"**

<b>HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 21, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>December 9, 2025*</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>February 17, 2026</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>April 21, 2026</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>June 16, 2026</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>July 21, 2026</b>	<b>Public Hearing &amp; Regular Meeting</b>	<b>2:00 PM</b>
<b>September 15, 2026</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>

**Exception**

*\*December meeting is one (1) week earlier to accommodate the Christmas Day holiday.*

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**7**

**RESOLUTION 2025-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT APPROVING THE FLORIDA STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the State Emergency Management Act, Chapter 252, Florida Statutes, authorizes the state and its political subdivisions to develop and enter into mutual aid agreements for reciprocal emergency aid and assistance in case of emergencies too extensive to be dealt with unassisted; and

**WHEREAS**, the Board of Supervisors of the Heritage Pines Community Development District desires to move forward and approve an agreement with the State of Florida, Division of Emergency Management, concerning the Statewide Mutual Aid Agreement; and

**WHEREAS**, the Florida Department of Economic Opportunity requires an independent special district to participate in the Statewide Mutual Aid Agreement to be eligible for funds under Administrative Rule 9G-1.9, Base Funding for County Emergency Management Agencies and Municipal Competitive Grant and Loan Programs;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT THAT:**

- 1. RECITALS.** The foregoing “**WHEREAS**” clauses are true and correct and are hereby ratified and confirmed by the Board of Supervisors.
- 2. APPROVAL OF AGREEMENT.** The execution of the attached Statewide Mutual Aid Agreement is hereby authorized, and the Agreement is hereby approved.
- 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of April, 2025.

ATTEST:

**HERITAGE PINES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A**

Statewide Mutual Aid Agreement



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## **STATEWIDE MUTUAL AID AGREEMENT - 2023**

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management (“the Division”) and the local government (“Participating Party”) signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

### **ARTICLE I: DEFINITIONS**

As used in this Agreement, the following expressions shall have the following meanings:

- A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. The “Division” is the Florida Division of Emergency Management.
- C. A “Requesting Party” to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An “Assisting Party” to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The “Period of Assistance” is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A “Mission” is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A “local government” is any educational district, special district, or any entity that is a “local governmental entity” within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An “educational district” is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A “tribal council” is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An “interlocal agreement” is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A “Resource Support Agreement” as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. “Proof of work” as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals’ emergency response activity at a tactical level.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

## ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

## ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

## ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the





# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)<sup>1</sup>.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

## ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

<sup>1</sup> FDEM approved documents such as activity logs and mutual aid forms can be found at:  
[https://portal.floridadisaster.org/projects/FROC/FROC\\_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D](https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D)



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

## ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

## ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

## ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA' s Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

## ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

## ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

## ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section F of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

## **ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT**

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.





# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

***NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.***

*The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.*

*FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.*

**IN WITNESS WHEREOF**, the Parties have duly executed this Agreement on the date specified below:



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A COUNTY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

ATTEST:  
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS  
OF \_\_\_\_\_ COUNTY,  
STATE OF FLORIDA

By: \_\_\_\_\_

Clerk or Deputy Clerk

By: \_\_\_\_\_

Chair

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

County Attorney



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A CITY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

ATTEST:  
CITY CLERK

CITY OF \_\_\_\_\_  
STATE OF FLORIDA

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

City Attorney



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A COUNTY SHERIFF'S OFFICE

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_  
COUNTY SHERIFF'S OFFICE, STATE OF FLORIDA

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

Attorney for Entity



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

## FOR ADOPTION BY A COUNTY OR CITY FIRE DEPARTMENT/DISTRICT OFFICE

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_  
COUNTY OR CITY FIRE DEPARTMENT/DISTRICT, STATE OF FLORIDA

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

Attorney for Entity



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

## FOR ADOPTION BY AN EDUCATIONAL DISTRICT

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_ SCHOOL DISTRICT, STATE OF FLORIDA

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

Attorney for District



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY STATE COLLEGE, COMMUNITY COLLEGE OR STATE UNIVERSITY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

ATTEST:

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
STATE COLLEGE, COMMUNITY  
COLLEGE, or STATE OF FLORIDA

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
UNIVERISTY,  
STATE OF FLORIDA

By: \_\_\_\_\_

Clerk

By: \_\_\_\_\_

Chairman

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

Attorney for Board



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A SPECIAL DISTRICT

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

\_\_\_\_\_ SPECIAL DISTRICT, STATE OF FLORIDA

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

Attorney for District





# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY AN AUTHORITY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

ATTEST:

BOARD OF TRUSTEES  
OF \_\_\_\_\_  
AUTHORITY,  
STATE OF FLORIDA

By: \_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_  
Attorney for Board



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

## FOR ADOPTION BY A NATIVE AMERICAN TRIBE

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

ATTEST:

TRIBAL COUNCIL OF THE  
\_\_\_\_\_ TRIBE OF FLORIDA

By: \_\_\_\_\_

Council Clerk

By: \_\_\_\_\_

Chairman

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

Attorney for Council



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A COMMUNITY DEVELOPMENT DISTRICT

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

## HERITAGE PINES

COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: **04/15/2025**

Approved as to Form:

By: \_\_\_\_\_

Attorney for District



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## SAMPLE AUTHORIZING RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by \_\_\_\_\_

\_\_\_\_\_ that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify that the foregoing is an accurate copy of the Resolution adopted by

\_\_\_\_\_ on \_\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## **STATEWIDE MUTUAL AID AGREEMENT – SAMPLE ATTACHMENT** **Encompassed Entities**

This notice is an acknowledgment of an amendment to the 2023 SMAA by the Florida Division of Emergency Management (“the Division”) which allows parent entities to include individual departments and subdivisions, within their authority, to be listed as SMAA designees eligible for SMAA request and assistance procedures.

By our authority and adoption of the attached 2023 Statewide Mutual Aid agreement, as the parent entity, the following departments and subdivisions will be included as SMAA signatories for all asset request, assistance, and applicable reimbursement processes:

*All entities listed herein will still require access to the DEMES Mutual Aid System for FDEM Reimbursement process requirements.*

_____	_____
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**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
FEBRUARY 28, 2025**

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
FEBRUARY 28, 2025**

	Major Funds	Total Governmental Funds
	General	
<b>ASSETS</b>		
Cash - SunTrust - 5304	\$ 76,066	\$ 76,066
Investments		
BankUnited*	250,000	250,000
BankUnited - ICS	200,000	200,000
SBA		
Operating A	877	877
Reserve A	2,138	2,138
Utility deposit	14,716	14,716
Total assets	\$ 543,797	\$ 543,797
<b>LIABILITIES &amp; FUND BALANCE</b>		
<b>Liabilities</b>		
Total liabilities	\$ -	\$ -
<b>Fund balance</b>		
Committed		
Disaster recovery	100,000	100,000
Future mower replacement	100,000	100,000
Working capital	150,000	150,000
Unassigned	193,797	193,797
Total fund balance	543,797	543,797
Total liabilities and fund balance	\$ 543,797	\$ 543,797

\*These accounts were not reconciled as statements were not available prior to the agenda package ship date.



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED FEBRUARY 28, 2025**

	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date	Budget	% of Budget
<b>REVENUES</b>															
Assessment levy	\$ -	\$ 139,765	\$ 138,263	\$ 11,114	\$ 8,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 298,044	\$ 316,521	94%
Interest & miscellaneous	16	15	16	12	11	-	-	-	-	-	-	-	69	1,000	7%
Total revenues	16	139,780	138,279	11,126	8,913	-	-	-	-	-	-	-	298,113	317,521	94%
<b>EXPENDITURES</b>															
<b>Professional &amp; administrative fees</b>															
Supervisors	1,077	-	1,077	-	1,077	-	-	-	-	-	-	-	3,230	7,000	46%
Management	2,704	2,704	2,704	2,704	2,704	-	-	-	-	-	-	-	13,521	32,450	42%
Legal	-	-	-	-	140	-	-	-	-	-	-	-	140	1,000	14%
Engineering	340	493	265	453	-	-	-	-	-	-	-	-	1,551	5,000	31%
Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500	0%
Assessment roll preparation	601	601	601	601	601	-	-	-	-	-	-	-	3,004	7,210	42%
Trustee fees	-	-	-	-	-	-	-	-	-	-	-	-	-	4,337	0%
Telephone	12	12	13	13	13	-	-	-	-	-	-	-	63	150	42%
Rentals and leases	155	155	155	155	155	-	-	-	-	-	-	-	775	1,860	42%
Postage	255	8	126	19	-	-	-	-	-	-	-	-	408	1,000	41%
Printing & binding	86	86	86	86	86	-	-	-	-	-	-	-	429	1,030	42%
Legal advertising	-	122	-	-	-	-	-	-	-	-	-	-	122	350	35%
Annual district filing fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175	100%
Insurance	9,378	-	-	-	-	-	-	-	-	-	-	-	9,378	9,300	101%
Contingencies	116	121	116	116	128	-	-	-	-	-	-	-	597	1,000	60%
ADA website compliance	210	-	-	-	-	-	-	-	-	-	-	-	210	210	100%
Website	-	-	-	-	-	-	-	-	-	-	-	-	-	705	0%
Total professional and administrative fees	15,109	4,302	5,143	4,147	4,904	-	-	-	-	-	-	-	33,603	80,277	42%
<b>Operations and maintenance</b>															
Electricity - street lighting	-	1,946	1,946	1,957	1,957	-	-	-	-	-	-	-	7,806	22,500	35%
Retention pond mowing/weed control	-	11,070	11,070	11,070	11,070	-	-	-	-	-	-	-	44,280	133,000	33%
Irrigation water	-	1,711	1,761	1,835	1,402	-	-	-	-	-	-	-	6,709	18,000	37%
Contingencies	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%
Aquatic weed control	1,586	1,586	-	-	-	-	-	-	-	-	-	-	3,172	20,000	16%
Dry retention pond refurbishment/planting	-	-	700	1,600	3,200	-	-	-	-	-	-	-	5,500	36,000	15%
Total operations and maintenance	1,586	16,313	15,477	16,462	17,629	-	-	-	-	-	-	-	67,467	230,500	29%
<b>EXPENDITURES (continued)</b>															
<b>Other fees and charges</b>															
Property appraiser	-	-	-	-	-	-	-	-	-	-	-	-	-	150	0%
Tax collector	-	2,794	2,765	217	178	-	-	-	-	-	-	-	5,955	5,559	107%
Total other fees and charges	-	2,794	2,765	217	178	-	-	-	-	-	-	-	5,955	5,709	104%
Total expenditures	16,695	23,409	23,385	20,826	22,711	-	-	-	-	-	-	-	107,025	316,486	34%
Excess/(deficiency) of revenues over/(under) expenditures	(16,679)	116,371	114,894	(9,700)	(13,798)	-	-	-	-	-	-	-	191,088	1,035	
Fund balance - beginning	352,709	336,030	452,401	567,295	557,595	543,797	543,797	543,797	543,797	543,797	543,797	543,797	352,709	380,243	
Fund balance - ending															
Committed															
Disaster recovery	100,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	100,000	
Future mower replacement	100,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	100,000	
Working capital	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
Unassigned	(13,970)	57,401	172,295	162,595	148,797	148,797	148,797	148,797	148,797	148,797	148,797	148,797	148,797	31,278	
Fund balance - ending	\$ 336,030	\$ 452,401	\$ 567,295	\$ 557,595	\$ 543,797	\$ 543,797	\$ 543,797	\$ 543,797	\$ 543,797	\$ 543,797	\$ 543,797	\$ 543,797	\$ 543,797	\$ 381,278	

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL LEDGER  
AS OF  
FEBRUARY 28, 2025**

2:41 PM

03/31/25

Accrual Basis

Heritage Pines CDD  
General Ledger  
As of February 28, 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>101.002 · Suntrust Checking-5304 - NEW</b>							89,874.10
General Journal	02/10/2025	3141		Accounts Payable 02/10/2025		21,327.80	68,546.30
General Journal	02/11/2025	3145		TAX COLLECTON	8,724.35		77,270.65
General Journal	02/21/2025	3142		02/25 SERVICE CHARGE		127.88	77,142.77
General Journal	02/26/2025	3144		BOARD MEETING - 02/18/25		923.50	76,219.27
General Journal	02/26/2025	3144		BOARD MEETING - 02/18/25		153.00	76,066.27
General Journal	02/28/2025	3143		02/25 INTEREST INCOME	0.67		76,066.94
Total 101.002 · Suntrust Checking-5304 - NEW					8,725.02	22,532.18	76,066.94
<b>101.003 · BankUnited - 8358</b>							250,000.00
Total 101.003 · BankUnited - 8358							250,000.00
<b>101.004 · BankUnited - ICS</b>							200,000.00
Total 101.004 · BankUnited - ICS							200,000.00
<b>151.000 · Investments</b>							3,004.56
<b>151.001 · SBA-Operating A Account - 1760</b>							874.04
General Journal	02/28/2025	3147		INTEREST INCOME	3.04		877.08
Total 151.001 · SBA-Operating A Account - 1760					3.04	0.00	877.08
<b>151.101 · SBA - Reserve A Account - 1761</b>							2,130.52
General Journal	02/28/2025	3147		INTEREST INCOME	7.41		2,137.93
Total 151.101 · SBA - Reserve A Account - 1761					7.41	0.00	2,137.93
Total 151.000 · Investments					10.45	0.00	3,015.01
<b>156.100 · Utility Deposit</b>							14,716.80
Total 156.100 · Utility Deposit							14,716.80
<b>202.000 · Accounts Payable - Year End</b>							0.00
General Journal	02/10/2025	3140		Accounts Payable 02/10/25		21,327.80	-21,327.80
General Journal	02/10/2025	3141		Accounts Payable 02/10/2025	21,327.80		0.00
Total 202.000 · Accounts Payable - Year End					21,327.80	21,327.80	0.00
<b>271.000 · Unreserved Fund Balance</b>							43,724.92
Total 271.000 · Unreserved Fund Balance							43,724.92
<b>271.100 · Reserved Fund Balance</b>							-83,000.00
Total 271.100 · Reserved Fund Balance							-83,000.00
<b>3900 · Retained Earnings</b>							-313,433.77
Total 3900 · Retained Earnings							-313,433.77
<b>361.000 · Interest Income</b>							-58.35
<b>361.100 · Interest Income - Surplus Acct</b>							-14.88
Total 361.100 · Interest Income - Surplus Acct							-14.88
<b>361.000 · Interest Income - Other</b>							-43.47
General Journal	02/28/2025	3143		02/25 INTEREST INCOME		0.67	-44.14
General Journal	02/28/2025	3147		INTEREST INCOME		3.04	-47.18
General Journal	02/28/2025	3147		INTEREST INCOME		7.41	-54.59
Total 361.000 · Interest Income - Other					0.00	11.12	-54.59
Total 361.000 · Interest Income					0.00	11.12	-69.47

**Heritage Pines CDD  
General Ledger  
As of February 28, 2025**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>363.100 · Assessment Levy</b>							
General Journal	02/11/2025	3145		TAX COLLECTON		8,724.35	-289,142.30
General Journal	02/11/2025	3145		TAX COLLECTON		178.05	-297,866.65
Total 363.100 · Assessment Levy					0.00	8,902.40	-298,044.70
<b>511.000 · Legislative</b>							
<b>511.110 · Supervisor's Fees</b>							
Check	02/26/2025	DD	MICHAEL V. WALSH	BOARD MEETING - 02/18/25	184.70		2,153.00
Check	02/26/2025	DD	KATHLEEN LONERGAN	BOARD MEETING - 02/18/25	184.70		2,153.00
Check	02/26/2025	DD	ARTHUR RHODES	BOARD MEETING - 02/18/25	184.70		2,337.70
Check	02/26/2025	DD	CAROL VAUGHAN	BOARD MEETING - 02/18/25	184.70		2,522.40
Check	02/26/2025	DD	STEPHEN PUTMAN	BOARD MEETING - 02/18/25	184.70		2,707.10
General Journal	02/26/2025	3144		BOARD MEETING - 02/18/25	153.00		2,891.80
Total 511.110 · Supervisor's Fees					1,076.50	0.00	3,076.50
Total 511.000 · Legislative					1,076.50	0.00	3,229.50
<b>512.000 · Executive</b>							
<b>512.311 · Management Fees</b>							
Bill	02/10/2025	2025-2178	WRATHELL, HUNT & ASSOCIATES. LLC	02/25 MGMT FEE	2,704.16		10,816.64
Total 512.311 · Management Fees					2,704.16	0.00	10,816.64
Total 512.000 · Executive					2,704.16	0.00	13,520.80
<b>513.000 · Financial &amp; Administrative</b>							
<b>513.310 · Assessment Roll Preparation</b>							
Bill	02/10/2025	2025-2178	WRATHELL, HUNT & ASSOCIATES. LLC	02/25 MGMT FEE	600.83		8,179.87
Total 513.310 · Assessment Roll Preparation					600.83	0.00	2,403.32
<b>513.315 · Tax Collector</b>							
General Journal	02/11/2025	3145		TAX COLLECTON	178.05		3,004.15
Total 513.315 · Tax Collector					178.05	0.00	5,776.55
Total 513.000 · Financial & Administrative					778.88	0.00	5,954.60
<b>514.000 · Legal Counsel</b>							
<b>514.310 · Legal Fees</b>							
Bill	02/10/2025	25834	STRALEY ROBIN VERICKER	PROF SVCS THROUGH 11/30/2024	140.00		0.00
Total 514.310 · Legal Fees					140.00	0.00	0.00
Total 514.000 · Legal Counsel					140.00	0.00	140.00
<b>519.000 · Other General Government</b>							
<b>519.320 · Engineering</b>							
Total 519.320 · Engineering							13,326.83
<b>519.410 · Postage</b>							
Total 519.410 · Postage							1,551.00
<b>519.411 · Telephone</b>							
Bill	02/10/2025	2025-2178	WRATHELL, HUNT & ASSOCIATES. LLC	02/25 MGMT FEE	12.50		408.30
Total 519.411 · Telephone					12.50	0.00	408.30

**Heritage Pines CDD  
General Ledger  
As of February 28, 2025**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>519.414 · ADA Website Compliance</b>							210.00
Total 519.414 · ADA Website Compliance							210.00
<b>519.440 · Rentals and Leases</b>							620.00
Bill	02/10/2025	2025-2178	WRATHELL, HUNT & ASSOCIATES. LLC	02/25 MGMT FEE	155.00		775.00
Total 519.440 · Rentals and Leases							775.00
<b>519.450 · Insurance</b>							9,378.00
Total 519.450 · Insurance							9,378.00
<b>519.470 · Printing and Binding</b>							343.32
Bill	02/10/2025	2025-2178	WRATHELL, HUNT & ASSOCIATES. LLC	02/25 MGMT FEE	85.83		429.15
Total 519.470 · Printing and Binding							429.15
<b>519.480 · Legal Advertising</b>							122.00
Total 519.480 · Legal Advertising							122.00
<b>519.490 · Contingencies</b>							469.21
General Journal	02/21/2025	3142		02/25 SERVICE CHARGE	127.88		597.09
Total 519.490 · Contingencies							597.09
<b>519.540 · Annual District Filing Fee</b>							175.00
Total 519.540 · Annual District Filing Fee							175.00
Total 519.000 · Other General Government					381.21	0.00	13,708.04
<b>539.000 · Field Maintenance</b>							49,837.70
<b>539.311 · Aquatic Weed Control</b>							3,172.00
Total 539.311 · Aquatic Weed Control							3,172.00
<b>539.340 · Retention Pond Mowing/Weed Cont</b>							33,210.00
Bill	02/10/2025	013125EU	HERITAGE PINES COMMUNITY ASSOCIATIO...	01/25 EQUIPMENT USE	11,070.00		44,280.00
Total 539.340 · Retention Pond Mowing/Weed Cont							44,280.00
<b>539.341 · Dry Retention Pond Refurbish</b>							2,300.00
Bill	02/10/2025	2016	PREMIER LAKES	ANNUAL LAKE MAINTENANCE	1,600.00		3,900.00
Bill	02/10/2025	2100	PREMIER LAKES	ANNUAL LAKE MAINTENANCE	1,600.00		5,500.00
Total 539.341 · Dry Retention Pond Refurbish							5,500.00
<b>539.430 · Street Lighting</b>							5,848.69
Bill	02/10/2025	1306910 020625	WITHLACOOCHEE RIVER ELECTRIC COOPE...	1306910 02/06/25	1,498.23		7,346.92
Bill	02/10/2025	2041547 020625	WITHLACOOCHEE RIVER ELECTRIC COOPE...	2041547 02/04/25	459.12		7,806.04
Total 539.430 · Street Lighting							7,806.04
<b>539.431 · Irrigation of Pond Banks</b>							5,307.01
Bill	02/10/2025	012425	HERITAGE PINES COMMUNITY ASSOCIATIO...	01/25 RECLAIMED WATER	1,402.13		6,709.14
Total 539.431 · Irrigation of Pond Banks							6,709.14
Total 539.000 · Field Maintenance					17,629.48	0.00	67,467.18
<b>TOTAL</b>					<b>52,773.50</b>	<b>52,773.50</b>	<b>0.00</b>

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
CHECK REGISTER  
THROUGH  
FEBRUARY 28, 2025**

**Heritage Pines CDD  
CHECK REGISTER  
February 2025**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>CBI</b>	<b>02/10/2025</b>	<b>WITHLACOOCHEE RIVER ELECTRIC COOPERATIVE</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-1,957.35</b>
Bill	1306910 020625	02/10/2025		539.430 · Street Lighting	-1,498.23	1,498.23
Bill	2041547 020625	02/10/2025		539.430 · Street Lighting	-459.12	459.12
TOTAL					-1,957.35	1,957.35
<b>Check</b>	<b>DD</b>	<b>02/26/2025</b>	<b>MICHAEL V. WALSH</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-184.70</b>
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
<b>Check</b>	<b>DD</b>	<b>02/26/2025</b>	<b>KATHLEEN LONERGAN</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-184.70</b>
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
<b>Check</b>	<b>DD</b>	<b>02/26/2025</b>	<b>ARTHUR RHODES</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-184.70</b>
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
<b>Check</b>	<b>DD</b>	<b>02/26/2025</b>	<b>CAROL VAUGHAN</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-184.70</b>
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
<b>Check</b>	<b>DD</b>	<b>02/26/2025</b>	<b>STEPHEN PUTMAN</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-184.70</b>
				511.110 · Supervisor's Fees	-184.70	184.70
TOTAL					-184.70	184.70
<b>Bill Pmt -Check</b>	<b>10130</b>	<b>02/10/2025</b>	<b>HERITAGE PINES COMMUNITY ASSOCIATION,INC</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-12,472.13</b>
Bill	012425	02/10/2025		539.431 · Irrigation of Pond Banks	-1,402.13	1,402.13
Bill	013125EU	02/10/2025		539.340 · Retention Pond Mowing/Weed Cont	-11,070.00	11,070.00
TOTAL					-12,472.13	12,472.13
<b>Bill Pmt -Check</b>	<b>10131</b>	<b>02/10/2025</b>	<b>PREMIER LAKES</b>	<b>101.002 · Suntrust Checking-5304 - NEW</b>		<b>-3,200.00</b>
Bill	2016	02/10/2025		539.341 · Dry Retention Pond Refurbish	-1,600.00	1,600.00
Bill	2100	02/10/2025		539.341 · Dry Retention Pond Refurbish	-1,600.00	1,600.00
TOTAL					-3,200.00	3,200.00

**Heritage Pines CDD  
CHECK REGISTER  
February 2025**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	10132	02/10/2025	STRALEY ROBIN VERICKER	101.002 · Suntrust Checking-5304 - NEW		-140.00
Bill	25834	02/10/2025		514.310 · Legal Fees	-140.00	140.00
TOTAL					-140.00	140.00
Bill Pmt -Check	10133	02/10/2025	WRATHELL, HUNT & ASSOCIATES. LLC	101.002 · Suntrust Checking-5304 - NEW		-3,558.32
Bill	2025-2178	02/10/2025		512.311 · Management Fees	-2,704.16	2,704.16
				513.310 · Assessment Roll Preparation	-600.83	600.83
				519.411 · Telephone	-12.50	12.50
				519.440 · Rentals and Leases	-155.00	155.00
				519.470 · Printing and Binding	-85.83	85.83
TOTAL					-3,558.32	3,558.32



**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT  
INVOICES**



PASCO COUNTY UTILITIES  
 CUSTOMER INFORMATION & SERVICES  
 P.O. BOX 2139  
 NEW PORT RICHEY, FL 34656-2139

LAND O' LAKES (813) 235-6012  
 NEW PORT RICHEY (727) 847-8131  
 DADE CITY (352) 521-4285

[UtilCustServ@MyPasco.net](mailto:UtilCustServ@MyPasco.net)  
 Pay By Phone: 1-855-786-5344

1 0 1  
 10-20160

HERITAGE PINES COMMUNITY ASSOCIATION

Service Address: **18801 GRAND CLUB DR**  
 Bill Number: 21775575  
 Billing Date: 1/24/2025  
 Billing Period: 12/6/2024 to 1/6/2025

Account #	Customer #
0010470	01016692
Please use the 15-digit number below when making a payment through your	
001047001016692	

**New Water, Sewer, Reclaim rates, fees, and charges took effect Oct. 1, 2024.**  
 Please visit [bit.ly/pcurates](http://bit.ly/pcurates) for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	13349042	12/6/2024	453730	1/6/2025	466570	31	12840

Usage History	
Month	Usage
January 2025	12840
December 2024	16803
November 2024	16124
October 2024	15672
September 2024	19436
August 2024	13446
July 2024	19293
June 2024	11842
May 2024	21662
April 2024	16467
March 2024	14023
February 2024	12290

Transactions	
Previous Bill	6,553.17
Payment 01/09/25	-6,553.17 CR
<b>Balance Forward</b>	0.00
Current Transactions	
Reclaimed	
Reclaimed	12,840 Thousand Gals X \$0.39 = 5,007.60
<b>Total Current Transactions</b>	5,007.60
<b>TOTAL BALANCE DUE</b>	<b>\$5,007.60</b>

*5007.60 x 28% = 1,402.13*

Please return this portion with payment

TO PAY ONLINE, VISIT [pascoeasympay.pascocountyfl.net](http://pascoeasympay.pascocountyfl.net)

Check this box if entering change of mailing address on back.

Account # 0010470  
 Customer # 01016692  
 Balance Forward 0.00  
 Current Transactions 5,007.60

<b>Total Balance Due</b>	<b>\$5,007.60</b>
<b>Due Date</b>	<b>2/11/2025</b>

10% late fee will be applied if paid after due date

**The Total Due will be electronically transferred on 02/11/2025.**



HERITAGE PINES COMMUNITY ASSOCIATION  
 11524 Scenic Hills BOULEVARD  
 HUDSON FL 346675601

PASCO COUNTY UTILITIES  
 CUSTOMER INFORMATION & SERVICES  
 P.O. BOX 2139  
 NEW PORT RICHEY, FL 34656-2139

**HERITAGE PINES**  
*Community Association*  
Heritage Pines Community Association, Inc.  
11524 Scenic Hills Blvd.  
Hudson, FL 34667

Date: February 3, 2025

To: Heritage Pines CDD

Attn: Chuck Adams

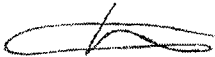
Below is the invoice for services performed per contract for January 2025 and the total amount payable to HPCA.

**Service Agreement**

Monthly Fee	\$11,070.00
-------------	-------------

Total

Thank you



Herb Hurley, GM

Heritage Pines Community Assoc.

CDD Irrigation/Equipment Expense January 2025

Mowing Equipment	Quantity	Price	Total
<b>Toro 4000</b>			
Safety check	1		
Repair Work			
<b>Z Mower</b>			
Safety check	1		
Repair Work			
<b>Ventrac</b>			
Safety check	1		
Repair Work			
			<b>Total</b>
			\$0.00
<b>Irrigation</b>			
Rotors	19	\$19	\$361
Golf Drives	3	\$160	\$480.00
Fittings	16	\$5	\$80.00
Valve	1	\$80	\$80.00
			<b>Total</b>
			\$1,001.00

	Hrs.	December	January	Hrs. Run
4000 Mower		3844	3856	12
Z-Mower		2287	2305.8	18.8
Ventrac		394.2	413.6	19.4
Bush Hog				



# Invoice

1936 Bruce B Downs Blvd Suite 308  
Wesley Chapel, FL 33543  
(844) 525-3735  
CustomerSupport@PremierLakesFL.com

<b>DATE</b>	01/01/2025
<b>INVOICE#</b>	2016
<b>TERMS</b>	NET 30
<b>DUE DATE</b>	01/31/2025

<b>BILL TO</b>
Heritage Pines CDD 11524 Scenic Hills Boulevard Hudson Florida 34667

<b>SERVICE LOCATION</b>
Heritage Pines CDD 11524 Scenic Hills Boulevard Hudson, Florida 34667

<b>JOB#</b>	<b>DATE</b>	<b>PO/REF#</b>	<b>DESCRIPTION</b>		
1056294843					
				<b>Rate</b>	<b>Total</b>
			<b>Charges</b>		
			Annual Lake Maintenance	1,600.00	1,600.00

<b>CUSTOMER MESSAGE</b>
Thank you for your business!

<b>Invoice Total:</b>	<b>1,600.00</b>
<b>Deposits (-):</b>	<b>0.00</b>
<b>Payments (-):</b>	<b>0.00</b>
<b>Total Due:</b>	<b>1,600.00</b>



# Invoice

1936 Bruce B Downs Blvd Suite 308  
Wesley Chapel, FL 33543  
(844) 525-3735  
CustomerSupport@PremierLakesFL.com

<b>DATE</b>	02/01/2025
<b>INVOICE#</b>	2100
<b>TERMS</b>	NET 30
<b>DUE DATE</b>	03/03/2025

<b>BILL TO</b>
Heritage Pines CDD 11524 Scenic Hills Boulevard Hudson Florida 34667

<b>SERVICE LOCATION</b>
Heritage Pines CDD 11524 Scenic Hills Boulevard Hudson, Florida 34667

<b>JOB#</b>	<b>DATE</b>	<b>PO/REF#</b>	<b>DESCRIPTION</b>		
1056294843					
				<b>Rate</b>	<b>Total</b>
			<b>Charges</b>		
			Annual Lake Maintenance	\$1,600.00	\$1,600.00

<b>CUSTOMER MESSAGE</b>
Thank you for your business!

<b>Invoice Total:</b>	<b>\$1,600.00</b>
<b>Deposits (-):</b>	<b>\$0.00</b>
<b>Payments (-):</b>	<b>\$0.00</b>
<b>Total Due:</b>	<b>\$1,600.00</b>

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Heritage Pines Community Development District  
c/o Wrathell Hunt & Associates  
9220 Bonita Beach Rd., Suite 214  
Bonita Springs, FL 34135

January 14, 2025

Client: 001044

Matter: 000001

Invoice #: 25834

Page: 1

RE: CDD - General Matters

For Professional Services Rendered Through November 30, 2024

## SERVICES

Date	Person	Description of Services	Hours	Amount
11/7/2024	MS	REVIEW SUPERVISOR OF ELECTIONS WEBSITE TO CONFIRM ELECTION RESULTS; UPDATE SPREADSHEET IN ORDER TO PREPARE WELCOME PACKAGE FOR NEW BOARD MEMBERS.	0.3	\$52.50
11/12/2024	AM	PREPARE CORRESPONDENCE AND MEMOS TO S. PUTMAN NEWLY APPOINTED BOARD SUPERVISOR RE FLORIDA'S SUNSHINE LAWS AND PUBLIC RECORDS.	0.5	\$87.50
Total Professional Services			0.8	\$140.00

January 14, 2025  
Client: 001044  
Matter: 000001  
Invoice #: 25834

Page: 2

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Total Services	\$140.00	
Total Disbursements	\$0.00	
Total Current Charges		\$140.00
Previous Balance		\$518.50
<i>Less Payments</i>		<i>(\$518.50)</i>
<b>PAY THIS AMOUNT</b>		<b>\$140.00</b>

***Please Include Invoice Number on all Correspondence***



# Wrathell, Hunt & Associates, LLC

2300 Glades Rd.  
Suite 410W  
Boca Raton, FL 33431

# Invoice

Date	Invoice #
2/1/2025	2025-2178

Bill To:
Heritage Pines CDD PO Box 810036 Boca Raton, FL 33481

Description	Amount
Management	2,704.16
Assessment Services	600.83
Telephone	12.50
Rentals & Leases	155.00
Printing & Binding	85.83
<i>Building client relationships one step at a time ...</i>	
<b>Total</b>	\$3,558.32



Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Account Number **1306910** Cycle **04**  
Meter Number  
Customer Number 10183439  
Customer Name **HERITAGE PINES COM DEV**

Bill Date **02/06/2025**  
Amount Due **1,498.23**  
Current Charges Due **02/26/2025**

District Office Serving You  
Bayonet Point

See Reverse Side For More Information

Service Address PUBLIC LIGHTING  
Service Classification Public Lighting

**ELECTRIC SERVICE**

From	To						
Date	Reading	Date	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used

Comparative Usage Information

Period	Days	Per Day
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**BILLS ARE DUE WHEN RENDERED**  
A 1.5 percent, but not less than \$5, late charge will apply to unpaid balances as of 5:00 p.m. on the due date shown on this bill.

Previous Balance 1,498.23  
Payment 1,498.23CR  
Balance Forward 0.00



1 0 1 8 3 4 3 9

You have 24-hour access to manage your account on-line through Smarthub at [www.wrec.net](http://www.wrec.net). If you would like to make a payment using your credit card, please call 855-938-3431. This number is WREC's Secure Pay-By-Phone system.

Light Energy Charge 143.98  
Light Support Charge 105.40  
Light Maintenance Charge 235.90  
Light Fixture Charge 281.80  
Light Fuel Adj 5,162 KWH @ 0.04000 206.48  
Poles (QTY 103) 513.00  
FL Gross Receipts Tax 11.67

Total Current Charges 1,498.23  
Total Due Please Pay 1,498.23

Lights/Poles	Type/Qty	Type/Qty	Type/Qty	Type/Qty	Type/Qty
	105 76	205 19	305 6	455 3	960 9
	150 3	270 4	360 1	910 94	



Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Please **Detach and Return** This Portion With Your Payment To Ensure Accurate Posting.

See Reverse Side For Mailing Instructions

**Bill Date: 02/06/2025**

Use above space for address change ONLY.

District: BP04

**1306910** **BP04**  
HERITAGE PINES COM DEV  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

Make check payable to W.R.E.C. MUST BE IN BLACK OR BLUE INK.

Current Charges Due Date	<b>02/26/2025</b>
<b>TOTAL CHARGES DUE</b>	<b>1,498.23</b>
Total Charges Due After Due Date	<b>1,520.70</b>

000130691000014982300015207003



Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Account Number **2041547** Cycle 02  
Meter Number  
Customer Number 10183439  
Customer Name HERITAGE PINES COM DEV

Bill Date **02/04/2025**  
Amount Due **459.12**  
Current Charges Due **02/24/2025**

District Office Serving You  
Bayonet Point

Service Address PUBLIC LIGHTING  
Service Classification Public Lighting

See Reverse Side For More Information

**ELECTRIC SERVICE**

From	To						
Date	Reading	Date	Reading	Multiplier	Dem. Reading	KW Demand	kWh Used

Comparative Usage Information

Period	Days	Per Day
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BILLS ARE DUE WHEN RENDERED  
A 1.5 percent, but not less than \$5, late charge will apply to unpaid balances as of 5:00 p.m. on the due date shown on this bill.



1 0 1 8 3 4 3 9

You have 24-hour access to manage your account on-line through Smarthub at [www.wrec.net](http://www.wrec.net). If you would like to make a payment using your credit card, please call 855-938-3431. This number is WREC's Secure Pay-By-Phone system.

Previous Balance 459.12  
Payment 459.12CR  
Balance Forward 0.00

Light Energy Charge 6.01  
Light Support Charge 10.65  
Light Maintenance Charge 140.59  
Light Fixture Charge 173.50  
Light Fuel Adj 547 KWH @ 0.04000 21.88  
Poles (QTY 29) 105.50  
FL Gross Receipts Tax 0.99

Total Current Charges 459.12  
Total Due Please Pay 459.12

Lights/Poles	Type/Qty	Type/Qty	Type/Qty	Type/Qty
	205 4	210 25	910 4	935 25



Your Touchstone Energy® Cooperative  
P.O. Box 278 • Dade City, Florida 33526-0278

Please **Detach and Return** This Portion With Your Payment To Ensure Accurate Posting.

See Reverse Side For Mailing Instructions

**Bill Date: 02/04/2025**

Use above space for address change ONLY.

District: BP02

2041547 BP02  
HERITAGE PINES COM DEV  
2300 GLADES RD STE 410W  
BOCA RATON FL 33431-8556

Make check payable to W.R.E.C. MUST BE IN BLACK OR BLUE INK.

Current Charges Due Date	02/24/2025
<b>TOTAL CHARGES DUE</b>	<b>459.12</b>
Total Charges Due After Due Date	466.01

000204154700004591200004660106

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

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

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The Board of Supervisors of the Heritage Pines Community Development District held a Regular Meeting on February 18, 2025 at 2:00 p.m., in the Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667.

**Present:**

Kathleen Lonergan	Chair
Arthur Rhodes	Vice Chair
Carol Vaughan	Assistant Secretary
Michael Walsh	Assistant Secretary
Stephen Putman	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Tim Gatz	HPCA Grounds Superintendent
Tom Martin	Resident
Don Brothers	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.

**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]**

Resident Tom Martin asked about the CDD's plans for Rolling Hills Loop. Ms. Lonergan stated part of the natural wetland is being cleaned. The District Engineer, who is not present at

39 the meeting, coordinated with Environmental Solutions (ES) to clean up the perimeter as far as  
40 they can enter it; nothing larger than 5" in diameter can be removed.

41           Asked if crews cut back dead trees and bushes, Ms. Lonergan stated not if they are inside  
42 the wetland; the District Engineer would have to make that determination. Mr. Martin stated  
43 there is a dead tree near the edge of his property that has been there for two or three years. He  
44 thinks the tree needs to be removed and that the area is an eyesore. Ms. Lonergan asked for the  
45 exact location of the tree and stated that Staff will investigate it and follow up with Mr. Gatz.

46           Resident Don Brothers gave a homeowners' perspective on the tree in question, and  
47 stated it is definitely an invasive species on CDD property and the most recent two hurricanes  
48 significantly damaged the tree. The previous owner gathered debris and put a pile on CDD land.  
49 Mr. Putman inspected the area this morning and photographed the pile and the tree. The tree is  
50 a hazard that might land on nearby homes during a hurricane, if it not removed.

51           Discussion ensued regarding the debris pile, tree, A-Z Tree Service (A-Z) estimates on the  
52 agenda and stump grinding.

53

#### 54 **FOURTH ORDER OF BUSINESS**

#### **Update: Operations Activities**

55

56           Ms. Lonergan stated she conferred with Mr. Gatz about his inquiry and with Mr. Martin,  
57 who reported a dead tree on Rolling Hills Loop, which will be taken care of by A-Z. The Board  
58 previously approved the ES proposal that needed to be amended, the corrections were made  
59 and re-submitted and the work inside NWRA-33 will proceed. Ms. Lonergan read the scope of  
60 work, as follows:

61           "The task is for removal and disposal of several dead or dying bushes around the  
62 perimeter and wetland NWRA-33, specifically including the two dead oak and maple tree  
63 branches, southwest portion of the area, adjacent to water lilies. We will also attempt to kill back  
64 the vines on the north side and southeast site by both cutting at the water level and selective use  
65 of herbicide. We will not be able to eliminate the vines because they are up in the canopy, but  
66 we will be able to knock them back meaningfully. While we are onsite, we will also remove and  
67 or spray a small invasive in the buffer perimeter that sprouted up since our last task in the  
68 wetland area. This work area is the transitional adjacent to the grass backyards and has standing

69 although dead leaves. Care crew has not been able to mow down the dead leaves because of the  
70 slope when equipment is placed on it. We will hand pull the weeds, standing weeds and  
71 weedwack as needed.”

72 Asked about the difference between the A-Z scope of work and the ES scope of work, Mr.  
73 Adams stated they are similar tasks but with different intensities and different methods; the  
74 areas done by ES will likely be more esthetically pleasing because it is more of a handwork  
75 approach; whereas, A-Z will use a forestry mulcher, which grinds everything.

76

77 **FIFTH ORDER OF BUSINESS**

**Consideration of A-Z Tree Service, LLC  
Invoices/Estimates**

78

79

80 **A. Clean Up and Trim [Behind 11453 Heritage Point Drive] \$350**

81 **B. Remove with Stump Grind [Behind 11453 Heritage Point Drive] \$600**

82 **C. Forestry Mulch Around Pond [Waterlily Lane and Rolling Hills Loop] \$5,475**

83 Discussion ensued regarding which proposal to approve.

84

**On MOTION by Mr. Walsh and seconded by Mr. Putman, with all in favor, the A-Z Tree Service, LLC estimate to Remove with Stump Grind Behind 11453 Heritage Point Drive, in the amount of \$600, was approved.**

85

86

87

88

89

90 Regarding a recent resident report of a damaged cover from a moving truck, Mr. Adams  
91 stated quotes are being obtained for the repair and this item will be discussed further at the next  
92 meeting.

93

94 **SIXTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of December 31, 2024**

95

96

97 Mr. Adams presented the Unaudited Financial Statements as of December 31, 2024. He  
98 responded to questions regarding the investment account with BankUnited, the current interest  
99 rate being earned and bank statements.

100 Staff will resend the statements to the Board.

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**On MOTION by Mr. Rhodes and seconded by Mr. Walsh, with all in favor, the Unaudited Financial Statements as of December 31, 2024, were accepted.**

**SEVENTH ORDER OF BUSINESS**

**Approval of December 10, 2024 Regular Meeting Minutes**

Ms. Lonergan presented the December 10, 2024 Regular Meeting Minutes.

The following changes were made:

- Line 28: Change “Vaughn” to “Vaughan”
- Line 21: Delete entire line
- Line 135: Change “Mr. Hurley” to “Mr. Gatz”
- Line 151: Change “Mr. Walsh” to “Mr. Rhodes”

**On MOTION by Mr. Walsh and seconded by Ms. Vaughan, with all in favor, the December 10, 2024 Regular Meeting Minutes, as amended, were approved.**

**• To Do Action Items List**

- Items 1 through 11, 14, 16 and 18 are ongoing.
- Items 12, 13, 15 and 17 were completed.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

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

**B. District Engineer: Stroud Engineering Consultants**

There were no reports from District Counsel or the District Engineer.

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

- NEXT MEETING DATE: April 15, 2025 at 2:00 PM**
- QUORUM CHECK**

**NINTH ORDER OF BUSINESS**

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



136 No members of the public spoke.

137

138 **TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

139

140 Ms. Lonergan stated she is working on scheduling a workshop to discuss establishing an  
141 Architectural Review Committee (ARC).

142

143 **ELEVENTH ORDER OF BUSINESS**

**Adjournment**

144

145 **On MOTION by Mr. Walsh and seconded by Ms. Vaughan, with all in favor, the**  
146 **meeting adjourned at 2:24 p.m.**

147

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

154  
155  
156  
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158

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Secretary/Assistant Secretary

---

Chair/Vice Chair

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**TO DO  
ACTION  
ITEMS**

**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
1	12.03.19	Mr. Adams: Send copies of engagement letters & other CDD communications to BOS. <b>12.01.20</b> Mr. Adams: Email bank statements for months between reg mtgs. <b>06.21.22/12.06.22</b> Mr. Adams: Email Reconciliation Reports to Board monthly.	ONGOING	
2	06.09.20	Mr. Gatz: Inspect/address plant beds & overgrowth at east & west EDRA's, before mulching. <b>Revised 09.08.20</b> Ponds 15A & 15B: Inspect sparse plant bed. <b>Revised 12.01.20</b> Mr. Gatz: Install plants instead of sod near Pond 15A, add sod to ease erosion. <b>Revised 04.19.22</b> Mr. Gatz: Submit proposal to install sod at EDRA #21 & Pond 15A.	ONGOING	
3	07.14.20	Premier: Send Monthly Reports during first week of the following month.	ONGOING	
4	04.20.21	Mr. Heath: Survey the area of erosion on the non-irrigated north bank at EDRA 25.	ONGOING	
5	06.29.21	HP: Have pipes at Hole #17 at NWRA #38 & EDRA #47 cleaned out & inspect entire community. <b>07.20.21</b> Monitor areas, prep list to address in April or May dry seasons and obtain proposals. <b>10.15.24</b> Mr. Heath: Monitor cleanup schedule with Brian.	ONGOING	
6	06.29.21	Staff: Spray Paleo Park twice a month & mulch as needed. <b>07.19.22</b> Per Ms. Vaughan: CDD's maintenance responsibilities at Paleo Park include: <ul style="list-style-type: none"> <li>➤ Mulch installation.</li> <li>➤ Raking leaves.</li> <li>➤ Taking care of the water and the sinkhole. (Per Mr. Gatz: SOLitude does this.)</li> <li>➤ Removal of dead branches and debris</li> <li>➤ Mowing of certain small areas</li> <li>➤ Spraying weeds</li> </ul>	ONGOING	
7	09.21.21	Mr. Gatz: Get sod proposal EDRA #58. <b>09.21.21</b> Added back follow-up: Replace sod by maintenance shed. <b>12.06.22</b> Mr. Gatz: Order extra sod to recently approved proposal.	ONGOING	
8	09.21.21	Mr. Heath: Inspect & monitor 18445 Fairway Green Dr for EDRA #35 for erosion around a cypress tree that should be inspected and monitored.	ONGOING	
9	10.17.23	Mr. Adams: Copy BOS on issues addressed; remind BOS not to copy other Board Members if they respond.	ONGOING	

**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
10	12.05.23	Mr. Gatz: Have sign by village entrance repaired. Sign at Paleo Park entrance re: paint artifacts and the bench to be painted. Staff member walkthrough to address fallen branches, etc., weekly. <b>09.17.24:</b> Sign repair completed; painting remains. Twice-annual mulching of entire park will begin October 2024. Determine area of placement for additional bench. <b>10.13.24</b> Mr. Gatz: Ask Gary if bench was installed.	ONGOING	
11	12.05.23	Mr. Gatz: Have debris at EDRA #10 behind Woodfield Village, picked up every other day.	ONGOING	
12	07.16.24	Mr. Adams: Email bank statements to Mr. Rhodes and ensure he is on distribution list.	ONGOING	
13	09.17.24	Mr. Heath: Monitor & address issues with residence on Hole 16 that installed a pool and cage for possible encroachment on the EDRA and significant damage to the bank in the EDRA.	ONGOING	
14	12.10.24	Mr. Gatz: Inspect dwindling native grasses on Hole 2; advise is grasses will be replaced.	ONGOING	
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**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

<b>#</b>	<b>DATE ADDED TO LIST</b>	<b>DESCRIPTION</b>	<b>STATUS</b>	<b>DATE MOVED TO COMPLETED</b>
1	10.17.23	Mr. Gatz: New mowing equipment purchased; delivery anticipated in April 2024.	COMPLETED	02.20.24
2	12.05.23	Mr. Heath: Get estimate for gap on top of the structure overflow grate Pond 15A, by Paleo Park.	COMPLETED	02.20.24
3	12.05.23	Mr. Adams: Invest CDD funds utilizing the Bank United ICS Money Market investment option.	COMPLETED	02.20.24
4	02.20.24	Mr. Heath: Inspect NWRA #47 at #18 reserve area to determine if four dead trees can be removed.	COMPLETED	04.16.24
5	02.20.24	Mr. Heath: Request price to survey & re-stake area of NWRA #33 with overgrown vegetation.	COMPLETED	04.16.24
6	02.20.24	Mr. Adams: Request that Audit be presented for consideration at the April meeting.	COMPLETED	04.16.24
7	04.16.24	Staff: Coordinate Torrey Pines Court cul-de-sac repair for \$450; it was completed amount immediately after the April 16, 2024.	COMPLETED	06.18.24
8	06.29.21	Mr. Gatz: Have pipe at Hole #18 behind the T-box unclogged, possibly charge for time to remove it all and get Mr. Heath involved, if needed.	COMPLETED	06.18.24
9	04.16.24	Mr. Hurley: Revise HPCA Landscape Maintenance Proposal and Agreement.	COMPLETED	06.18.24
10	09.21.21	Mr. Heath: Inspect filled 11701 & 11705 Scenic Hills Blvd area once water level drops.	COMPLETED	07.16.24
11	06.21.22	Mr. Gatz: Inspect landscaping & erosion to determine best approach to snake pit lake & two islands. <b>07.19.22</b> Per Ms. Lonergan: Compile identified items on a monthly list. Per Mr. Walsh, whether plants in area will be removed or sod installed, will be determined when area is inspected. Per Ms. Vaughan, resident wants the grass cut.	COMPLETED	07.16.24
12	06.21.22	Ms. Lonergan/Mr. Walsh: Participate in pipe inspection w Gatz & Heath during dry season.	COMPLETED	07.16.24
13	04.16.24	Mr. Adams: Request a proposal for stocking tilapia.	COMPLETED	07.16.24
14	04.16.24	Staff: Remind employees to pick up any trash they observe in pond areas.	COMPLETED	07.16.24
15	06.18.24	Mr. Gatz: Obtain proposals to remove some brush and trees in front of benches at Paleo Pond.	COMPLETED	07.16.24
16	06.18.24	Mr. Adams: Present Annual Audit at future meeting.	COMPLETED	07.16.24
17	06.18.24	HP Staff: Obtain quotes and have area(s) without "Miami" curbs addressed.	COMPLETED	10.15.24
18	09.17.24	Mr. Adams: Review the implication of the outside candidates as to the alleged hostile relationship, and why, as per Mr. Steele, there are "HP Board Members and HP Officers" who may be undermining our contractual relationship. District Counsel to provide a legal opinion.	COMPLETED	10.15.24

**HERITAGE PINES CDD  
TO DO ACTION ITEMS LIST  
(Oldest to Newest)**

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
19	09.17.24	Mr. Adams: Present Bank United investment account options.	COMPLETED	12.10.24
20	10.15.24	Mr. Adams: Send Termination Letter to SOLitude and prepare contract with Premier Lakes.	COMPLETED	12.10.24
21	04.16.24	Mr. Heath: Address erosion at home on Eagle Bend. Area was inspected cause of erosion unclear. \$12,000 bid received; given high cost, addressing the issue in-house is advised.	COMPLETED	02.18.25
22	06.18.24	Mr. Heath: Inspect area on Wayside Willow Court and broken inlet box top exiting Community Center west parking lot.	COMPLETED	02.18.25
23	07.16.24	Mr. Heath: Check with Brian when the invasive trees will be removed from NWRA #33. <b>09.17.24:</b> The area was inspected; most of the scope of work was completed but some additional invasives will be removed. Mr. Adams will confirm when A to Z will remove two trees hanging over houses. <b>12.10.24:</b> Proposal approved including additional scope of work.	COMPLETED	02.18.25
24	10.15.24	Mr. Heath: Inspect curbing in front of Ms. Welsh's residence. <b>12.10.24:</b> Street address needed.	COMPLETED	02.18.25
25				

**HERITAGE PINES  
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF  
REPORTS**



<b>HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>Heritage Pines Country Club Meeting Room 11524 Scenic Hills Boulevard, Hudson, Florida 34667</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 15, 2024</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>December 10, 2024*</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>February 18, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>April 15, 2025</b>	<b>Regular Meeting</b> <i>Presentation of FY2026 Proposed Budget</i>	<b>2:00 PM</b>
<b>June 17, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>July 15, 2025</b>	<b>Public Hearing &amp; Regular Meeting</b> <i>Adoption of FY2026 Budget</i>	<b>2:00 PM</b>
<b>September 16, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>

**Exception**

*\*December meeting is one (1) week earlier to accommodate the Christmas Day holiday.*