

HERITAGE PINES

COMMUNITY DEVELOPMENT DISTRICT

April 16, 2024

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 9, 2024

Board of Supervisors
Heritage Pines Community Development District

ATTENDEES:
Please identify yourself each
time you speak to facilitate
accurate transcription of
meeting minutes.

Dear Board Members:

The Board of Supervisors of the Heritage Pines Community Development District will hold a Regular Meeting on April 16, 2024 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:

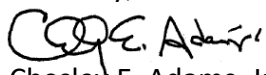
1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Public Comments: Agenda Items *[3 minutes per person]*
4. Update: Operations Activities
5. Consideration of Heritage Pines Community Association, Inc. Landscape Maintenance Proposal/Agreement
6. Consideration of Resolution 2024-03, Approving a Proposed Operation and Maintenance Budget for Fiscal Year 2024/2025; Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting, and Publication Requirements; and Providing an Effective Date
7. Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date
8. Acceptance of Unaudited Financial Statements as of February 29, 2024
9. Approval of February 20, 2024 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*
 - NEXT MEETING DATE: June 18, 2024 at 2:00 PM
 - QUORUM CHECK

SEAT 1	ARTHUR RHODES	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	JANICE BENEDETTI	<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**

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LANDSCAPE MAINTENANCE PROPOSAL

To: **Heritage Pines Community Association CDD**
Attn: Chuck Adams
9220 Bonita Beach Road, Suite 214
Bonita Springs, Florida 34135

Submitted By: Heritage Pines Community Association Inc.

Landscape Maintenance Summary

Basic Maintenance	\$132,840	Annually
Irrigation Inspection	Included	Annually
Fertilization/Pest Control	Included	Annually
Mulch	Not Included	
Annuals	Not Included	
Total Annual Fee	\$ 132,840 *	
Monthly Fee	\$ 11,070 *	

* Pricing is valid for 30 days from the date of this Proposal.

LANDSCAPE MAINTENANCE AGREEMENT

THIS LANDSCAPE MAINTENANCE AGREEMENT (“**Agreement**”) dated this 1st day of May, 2024, and between, Heritage Pines Community Association CDD (“**CDD**”), and Heritage Pines Community Association Inc. (“**HP**”).

1. Term. HP shall furnish all labor and materials necessary to maintain the retention areas and other grounds for which the CDD is responsible, labeled as “CDD-EDRA” in Exhibit B attached hereto. This Agreement shall be for a term of one-year commencing on May 1, 2024 and ending on April 30, 2025 (the “**Initial Term**”). The Agreement shall not automatically renew. The parties may renew this Agreement for additional one-year terms in writing by executing a new agreement or an addendum to this Agreement signed by both parties.

2. Scope of Work. HP shall use its best efforts to perform the services to be provided on a monthly basis as set forth in the Service Agreement Specifications (“**Monthly Services**”) attached hereto and incorporated herein by reference as Exhibit "A." Upon agreement of HP and the CDD and pursuant to a properly executed addendum to this Agreement, HP may provide certain additional services (“**Additional Services**”) which will be in addition to the Monthly Services and which shall be invoiced and paid separately.

3. Price and Payment Terms. The CDD shall pay HP \$10,750 per month (the “**Monthly Fee**”) for the Monthly Services. Payment shall be due in advance on the first (1st) day of each month for services to be rendered during the month. HP shall provide the CDD with an invoice for the Monthly Fee on or before the 1st of the month in which Monthly Services will be provided and the CDD shall pay the Monthly Fee within five (5) days of receipt of the invoice. In the event the CDD requests HP to perform any Additional Services, the parties shall execute a written addendum for such Additional Services, setting forth the services to be provided, the amount to be paid by the CDD for such services, and procedures for invoicing and payment. Unless otherwise provided in an addendum, Additional Services shall be invoiced monthly and payment for Additional Services shall be due within thirty (30) days of receipt of a properly completed invoice. A processing fee of 3% will be added to all credit card transactions.

4. Late Payments. Any unpaid balance due to HP by the CDD and not paid as provided herein or pursuant to a properly executed addendum, will bear interest at a rate of 1.5% per month (or 18% per year). In the event the CDD fails to make timely payment as provided herein or in an addendum to this Agreement, and any unpaid balance remains past due for a period in excess of ten (10) calendar days, HP's obligations under this Agreement will be suspended until payment in full is received by HP. HP is not responsible for any condition on the CDD property, any plant loss, or any issue or occurrence arising out of or related to its suspension of services as provided herein. Upon receipt of payment in full of any balance due, HP shall promptly resume services as provided herein.

5. Indemnification. HP shall indemnify and hold harmless the CDD from any and all injuries, damages, causes of action or claims (collectively, “**Claims**”) to the extent such Claims are caused solely by the gross negligence or intentional acts or omissions of HP, its agents, subcontractors, employees, or others acting on behalf of HP in the performance of HP's obligations under this Agreement. The CDD shall notify HP within thirty (30) days of the date the CDD is

notified of or discovers any such Claim or potential Claim. Absent proper notice, the CDD waives any claim for indemnification against HP. In no event shall HP be liable to the CDD for

6. Standard of Performance. HP shall use due care, skill, and diligence in the performance of its obligations under this Agreement and shall perform all its obligations in its best workmanlike manner and in accordance with the accepted standards for professional landscape contractors in the State of Florida. All materials used in performing any obligation under this Agreement shall be of good quality and shall be used strictly in accordance with manufacturer's specifications.

7. Time. Time is of the essence in performing the obligations under this Agreement. In the event that performance by HP shall be interrupted or delayed by any act or occurrences outside of HP's control, including but not limited to acts of God, inability to secure labor and/or products, and rules, regulations or restrictions imposed by any government or governmental agency, HP shall be excused from such performance for such a period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

8. Independent Contractor Relationship. All work performed by HP under this Agreement shall be as an independent contractor, and in no way shall HP be considered an employee of the CDD. Additionally, this Agreement does not create or constitute a joint venture or partnership between HP and CDD.

9. Termination. This Agreement may be terminated in accordance with the provisions set forth below.

- a. Termination for Cause by CDD. Given the nature of the work contemplated in this Agreement, the parties acknowledge and agree that conditions may occur or change due to the natural growing cycle, weather patterns, wear and tear, and other causes, both foreseen and unforeseen, which may be outside of HP's control and may affect the outcome of the services provided by HP ("External Causes"). In the event the CDD alleges HP has either breached this Agreement or that a condition exists that would give it cause to terminate this Agreement and which breach or condition is not due to External Causes, the CDD shall promptly notify HP, in writing, of the condition including, wherever possible, photographs of the alleged condition. The CDD shall photograph any such condition whenever practicable. HP shall have thirty (30) days from receipt of such notice and photographs to cure the alleged breach or condition unless such breach or condition arises from External Causes. If HP fails to commence cure of the condition or breach within the prescribed time, or if HP fails cure such condition or breach within a reasonable amount of time, the CDD may immediately terminate the Agreement upon thirty (30) days written notice to HP. CDD shall be liable for the cost of services rendered by HP through the date of termination, less any cost reasonably and necessarily incurred by the CDD to remedy a breach or condition not timely cured by HP and which is not due to External Causes.
- b. Termination for Cause by HP. HP may terminate this Agreement immediately if CDD fails to cure a payment default within thirty (30) days of receipt of notice of a default from HP.

- c. Termination by the CDD or HP Without Cause. Either party may terminate this Agreement without cause by providing the other party with ninety (90) days advance written notice. In the event of such early termination, the CDD shall be liable to HP for services provided through the date of termination.

10. Notices. Any notice required to be sent under this Agreement shall be sent to the parties at the following address unless otherwise specified in writing:

Heritage Pines Community Association Inc.:
Heritage Pines Community Association Inc.
Attn: Herb Hurley, General Manager
11524 Scenic Hills Blvd.
Hudson, FL 34667

Heritage Pines Community Development District:
Wrathell, Hunt and Associates, LLC
Attn: Chuck Adams
9220 Bonita Beach Road, Suite 214
Bonita Springs, Florida 34135

11. Governing Law and Binding Effect; Venue. This Agreement and the interpretation and enforcement of the same will be governed by and construed in accordance with the laws of the State of Florida. This Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto, as well as their respective successors and assigns. Venue for all actions arising from or related to this Agreement shall be located in Pasco County, Florida.

12. Integrated Agreement, Waiver and Modification. This Agreement represents the complete and entire understanding and agreement by and between the parties hereto with regard to the matters set forth herein and supersedes any and all prior or contemporaneous agreements, whether written or oral. No agreements or provisions, unless incorporated herein, will be binding on either party hereto. This Agreement may not be modified or amended, nor may any covenant, agreement, condition, requirement, provision, warranty, or obligation contained herein be waived, except in writing signed by both parties.

13. Litigation and Attorneys' Fees. In the event that it is necessary for either party to this Agreement to bring suit to enforce any provision hereof or for damages on account of any breach of this Agreement or of any warranty, covenant, condition, requirement or obligation contained herein, the prevailing party in any such litigation, including administrative, trial court, bankruptcy and appellate proceedings ("Litigation"), shall be entitled to recover from the other party, in addition to any damages and other relief granted as a result of such Litigation, all reasonable attorneys' fees and costs of or related to such Litigation.

14. Severability. Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in full force and effect, but without giving effect to such provision.

15. No Third-Party Beneficiaries. This Agreement shall not benefit or create any right or cause of action in or on behalf of any person other than the parties hereto. No future or present employee or customer of either of the parties nor their members, shareholders, residents, affiliates, successors or assigns, nor any other person or organization, shall be treated as a third-party beneficiary in or under this Agreement.

IN WITNESS WHEREOF the parties have executed this Landscape Maintenance Agreement as of the date first above written.

Heritage Pines Community Association, Inc.

Heritage Pines Community Development
District

By:

By:

_____, President

_____, Chair

Exhibit "A"

SERVICE AGREEMENT SPECIFICATIONS

The following services shall be provided by the Heritage Pines Community Association Inc. to the Heritage Pines Community Development District ("CDD"). Except as provided herein, such services shall be included in the Monthly Fee ("Monthly Services"). Any work performed in addition to the Monthly Services ("Additional Services") will be separately invoiced and performed in accordance with a properly executed addendum to this Agreement.

LANDSCAPE MAINTENANCE PROGRAM

I. TURF GRASS SPECIFICATIONS

i. Mowing

Mowing shall be performed weekly from May 1st through October 1st and bi-weekly (or as necessary and dictated by the weather conditions October 1st through May 1st) with power lawn mowers of sufficient horsepower to leave a neat, clean appearance.

HP shall notify the CDD of any areas that cannot be serviced due to environmental conditions or due to any risk of injury to persons or damage to property.

HP shall use mowing patterns as deemed appropriate by HP to ensure the even distribution of clippings and to prevent ruts in the turf caused by mowers.

Mower blades will be kept sharp to prevent the tearing of grass blades.

St. Augustine and Bahia turf should be maintained at a mowing height of 3 1/2" to 4 1/2" in height, with no more than 1/2 of leaf blade removed during mowing.

ii. Trimming

Areas which cannot be safely accessed with mowing machinery, as determined by HP, will be maintained with string trimmers, or as environmental conditions permit.

iii. Debris Removal

HP shall remove landscape debris generated on the property during the performance of landscape maintenance services by HP.

iv. Fertilization

Irrigated Turf shall be fertilized to maintain good appearance and turf health throughout the year. The method of application of fertilizer shall be the responsibility of HP.

HP shall apply fertilizer in accordance with UF recommended Nitrogen application rates for the turf varieties present, using GI-BMP guidelines to help reduce the need for chemical intervention

and protect the ground water and in compliance with Southwest Florida Water Management District.

v. Weed, Insect & Disease Control

HP will implement an integrated Pest Management Program to minimize excessive use of pesticide and will rely heavily on continual monitoring of insect levels.

All products will be applied as directed by the manufacturer. HP will comply with all state and federal regulations.

Any infestation will be treated on an as needed basis throughout the year and the CDD will be made aware of the actions taken as well as the chemicals used.

HP employs an active certified Pest Control License issued through the Florida Department of Agriculture and Consumer Services. At the request of the CDD, HP will provide a copy of same to the CDD.

II. PLANTING BEDS, SHRUBS, WOODY ORNAMENTAL, GROWDCOVERS, ALL PALM TREES AND ALL OTHER TREE CARE SPECIFICATION

i. Pruning

All pruning and thinning will have the distinct objective of retaining the plant's natural shape and the original design specifications unless Customer requests otherwise.

Plants, hedges, shrubbery, and trees obstructing pedestrian or automobile traffic and damaged plants, shall be pruned as needed. HP shall remove clippings following pruning.

All shrubs shall be pruned and shaped a maximum of twelve times per calendar year. This will help the individual plant retain its natural form and eliminate branches which are rubbing against any structures.

Selective pruning of shrubs shall occur one time per year to balance infiltrating light and remove dead wood to promote maximum health and growth.

The removal of diseased or injured branches and palm fronds will be performed up to 12 feet on trees and palms. If requested by the CDD, any branches or fronds above these heights may be removed at an additional charge.

Planting beds and ground cover will be maintained in a neat and uniformed appearance.

Trees shall be maintained with clear trunks with lower branch elevations to 10 feet.

Tree interior sucker branches and dead wood shall be removed up to a height not exceeding 12' from ground. If requested by the CDD moss removal and tree spraying may be performed at an additional charge.

ii. Tree Removal

Tree removal is not included in this agreement. HP can provide this service at an additional fee at the request of the CDD.

iii. Insect and Disease control

Plants will be treated chemically as required to control insect infestation and disease as environmental, horticultural, and weather conditions permit.

iv. Weed Control

Open ground between plants shall be maintained in a condition of acceptable weed density as determined by HP by manual or chemical means, as environmental, horticultural, and weather conditions permit.

All mulch areas or plant beds shall be maintained in a condition of acceptable weed density as determined by HP.

The walking path in Paleo Park shall be mulched as needed as determined by the CDD.

v. New Landscaping

Any new landscaping shall be installed at a price agreed upon between HP and the CDD.

III. IRRIGATION

HP shall be responsible for the operation of the irrigation systems within the designated areas. The irrigation systems shall be operated to provide watering frequencies sufficient to replace soil moisture below the root zone of all planted areas, including lawns, and taking into account the amount of rainfall that has occurred. HP will be responsible for controlling the amount of water used for irrigation in order to avoid damage from over watering and insufficient watering. HP is not responsible for City or County Watering Guidelines or any plant loss or damage resulting from any such watering restrictions or lack of water arising from such “watering guidelines” or restrictions. HP is not responsible for any plant loss or damage resulting from overwatering due to natural causes.

HP will inspect and operate all the irrigation zones on a monthly basis to ensure the irrigation system is operating properly.

The EDRA’s with existing sprinkler systems shall be irrigated sufficiently enough to promote grass growth which will inhibit/prevent bank erosion.

This Agreement includes an annual irrigation allowance in the amount of \$12,000.00 for costs of normal repair and maintenance of irrigation systems, including labor and materials. Any irrigation expense over and above this amount will be billed separately to the CDD and paid by the CDD after approval by the CDD.

In addition, irrigation components damaged due to construction, vandalism, or other causes outside of HP's control shall be reported to the CDD when discovered by HP. Upon written authorization from the CDD, HP shall repair the damage at the CDD's sole cost and expense.

IV. PERFORMANCE

The parties acknowledge and agree that HP's performance of this Agreement can be, and often is, subject to weather conditions, which are beyond HP's control, e.g. excessive rain and wet conditions, temperatures below freezing, acts of God (External Causes). HP will be excused from performance for such a period of time as is reasonably necessary, after such occurrence, to remedy the effects thereof. HP shall use due care, skill, and diligence in the performance of its obligations under this Agreement and shall perform all its obligations in accordance with the accepted standards for professional landscape maintenance contractors in the State of Florida. All materials used in performing any obligations under this Agreement shall be of good quality and shall be used strictly in accordance with manufacturer's specifications.

V. MULCHING

Mulch is not provided under this Agreement. HP can provide service for mulching upon the CDD request at an additional cost.

VI. REQUIRED ADDENDUMS/LANDSCAPE ALTERATIONS

HP shall not be responsible for the following services unless specifically agreed to in writing in a properly executed Addendum to this Agreement:

- i. Repair of damage to concrete curbing;
- ii. Repair of damage to stucco on homes and/or fences;
- iii. Maintenance of any plants or other landscaping installed by the homeowner; and

VII. REPAIR & MAINTENANCE

HP shall provide and maintain all necessary equipment, including regular routine maintenance of HP CDD supplied mowers, to perform all necessary tasks; including mowing, aeration, etc.

Any repair to the CDD supplied mowers, not caused by operator error, will be the responsibility of the CDD to cover the costs of the repairs.

The CDD will continue to provide its current mowers and will allow HP employees the use of this equipment specifically to perform work within the EDRA's, Paleo Park and the Front Property.

VIII. PIPE CLEANOUT

Drainage pipes and sumps located within the EDRA's shall be inspected, cleaned and maintained as designed or as deemed necessary by either HP or the HP CDD.

Any blockage in the discharge location or within the drainage pipe or sump shall be cleared and/or removed.

Any observed structural integrity issues shall be reported to the HP CDD.

Weeds around drainage pipes need to be trimmed or cut back as part of the mowing process.

HP shall notify the CDD of any areas that cannot safely accessed with mowers, or line trimmers/string trimmers, or if silt buildup in the sump needs removal by excavation. Upon review and recommendation from the CDD engineer, CDD will subcontract for the necessary services, under a separate agreement.

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT**

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RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2024/2025; 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, 2024 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**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 16, 2024

HOUR: 2:00 pm

LOCATION: Heritage Pines Country Club Meeting Room
11524 Scenic Hills Blvd.
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 16, 2024.

Attest:

**Heritage Pines Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2024/2025

Exhibit A: Proposed Budget for Fiscal Year 2024/2025

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
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**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 2/29/2024	Projected through 9/30/2024	Total Actual & Projected	
REVENUES					
Assessment levy - gross	\$ 294,338				\$ 333,433
Allowable discounts (4%)	(11,774)				(13,337)
Assessment levy - net	282,564	\$ 272,156	\$ 10,408	\$ 282,564	320,096
Interest and miscellaneous	1,000	919	81	1,000	1,000
Total revenues	283,564	273,075	10,489	283,564	321,096
EXPENDITURES					
Professional & administrative					
Supervisors	7,000	2,153	4,847	7,000	7,000
Management/recording	32,450	13,521	18,929	32,450	32,450
Legal	1,000	305	695	1,000	1,000
Engineering	5,000	1,359	3,641	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	274	726	1,000	1,000
Printing & binding	1,030	429	601	1,030	1,030
Legal advertising	350	156	194	350	350
Annual special district fee	175	175	-	175	175
Insurance	8,800	8,839	-	8,839	9,300
Contingencies	1,000	215	785	1,000	1,000
Capital outlay	-	44,423	-	44,423	-
Website ADA compliance	210	210	-	210	210
Website hosting & maintenance	705	-	705	705	705
Total professional & administrative	79,777	75,901	48,338	124,239	80,277

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 2/29/2024	Projected through 9/30/2024	Total Actual & Projected	
Operation and maintenance					
Street lighting	22,500	7,808	14,692	22,500	22,500
Retention pond mowing/weed control/irr.	129,000	43,000	86,000	129,000	136,500
Irrigation Water	15,000	8,980	9,000	17,980	18,000
Contingency	1,000	-	1,000	1,000	1,000
Aquatic weed control	20,000	7,930	12,070	20,000	20,000
Dry retention pond refurbishment/planting	36,000	17,922	18,078	36,000	36,000
Total operation and maintenance	<u>223,500</u>	<u>85,640</u>	<u>140,840</u>	<u>226,480</u>	<u>234,000</u>
Other fees and charges					
Property appraiser	150	-	150	150	150
Tax collector	5,887	5,438	449	5,887	6,669
Total other fees and charges	<u>6,037</u>	<u>5,438</u>	<u>599</u>	<u>6,037</u>	<u>6,819</u>
Total expenditures	<u>309,314</u>	<u>166,979</u>	<u>189,777</u>	<u>356,756</u>	<u>321,096</u>
Excess/(deficiency) of revenues over/(under) expenditures	(25,750)	106,096	(179,288)	(73,192)	-
Net increase/(decrease) of fund balance	(25,750)	106,096	(179,288)	(73,192)	-
Fund balance - beginning (unaudited)	484,632	453,435	559,531	453,435	380,243
Fund balance - ending					
Committed					
Disaster recovery	175,000	175,000	175,000	175,000	175,000
Future mower replacement	70,000	70,000	70,000	70,000	70,000
Working capital	150,000	150,000	150,000	150,000	150,000
Unassigned	63,882	164,531	(14,757)	(14,757)	(14,757)
Fund balance - ending (projected)	<u>\$ 458,882</u>	<u>\$ 559,531</u>	<u>\$ 380,243</u>	<u>\$ 380,243</u>	<u>\$ 380,243</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>Wrathell, Hunt and Associates, LLC 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 & Ingram, LLC.</p>	
Assessment roll preparation	7,210
<p>Wrathell, Hunt and Associates, LLC 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		9,300
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		1,000
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		22,500
Estimated cost of annual street lighting cost paid to Withlacoochee River Electric.		
Retention pond mowing/weed control/irr.		136,500
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.	<u>3,500</u>	
	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		36,000
Provides for dry retention pond refurbishment, overseeding and planting.		
Property appraiser		150
The property appraiser's fee is \$150.		
Tax collector		6,669
The tax collector's fee is 2% of assessments collected.		
Total expenditures		\$ 321,096

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED ASSESSMENTS**

Description	Number of Units	Projected FY 2025 Assessments		FY 24 Assessment
		GF	Total	
All Units	1,406	\$ 237.15	\$ 237.15	\$ 209.34
Total	<u>1,406</u>			

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT**

7

RESOLUTION 2024-04

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 2024/2025 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 2024/2025 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 16th day of April, 2024.

ATTEST:

**HERITAGE PINES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit "A"

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

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 29, 2024**

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 29,2024**

	<u>Major Funds</u>	<u>Total Governmental Funds</u>
	<u>General</u>	
ASSETS		
Cash - SunTrust - 5304	\$ 541,951	\$ 541,951
SBA		
Operating A	833	833
Reserve A	2,030	2,030
Utility deposit	14,717	14,717
Total assets	<u>\$ 559,531</u>	<u>\$ 559,531</u>
LIABILITIES & FUND BALANCE		
Liabilities	<u>\$ -</u>	<u>\$ -</u>
Total liabilities	<u>-</u>	<u>-</u>
Fund balance		
Committed		
Disaster recovery	175,000	175,000
Future mower replacement	70,000	70,000
Working capital	150,000	150,000
Unassigned	164,531	164,531
Total fund balance	<u>559,531</u>	<u>559,531</u>
Total liabilities and fund balance	<u>\$ 559,531</u>	<u>\$ 559,531</u>

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
UNRECONCILED GENERAL FUND
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	October	November	December	January	February	March	April	May	June	July	August	September	Year to Date	Budget	% of Budget
REVENUES															
Assessment levy	\$ -	\$ 161,218	\$ 96,902	\$ -	\$ 14,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272,156	\$ 282,564	96%
Interest & miscellaneous	17	17	850	18	17	-	-	-	-	-	-	-	919	1,000	92%
Total revenues	17	161,235	97,752	18	14,053	-	-	-	-	-	-	-	273,075	283,564	96%
EXPENDITURES															
Professional & administrative fees															
Supervisors	-	-	2,153	-	-	-	-	-	-	-	-	-	2,153	7,000	31%
Management	2,704	2,704	2,704	2,704	2,704	-	-	-	-	-	-	-	13,521	32,450	42%
Legal	-	-	92	214	-	-	-	-	-	-	-	-	305	1,000	31%
Engineering	-	-	339	414	605	-	-	-	-	-	-	-	1,359	5,000	27%
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	12	12	12	-	-	-	-	-	-	-	63	150	42%
Rentals and leases	155	155	155	155	155	-	-	-	-	-	-	-	775	1,860	42%
Postage	-	132	124	18	-	-	-	-	-	-	-	-	274	1,000	27%
Printing & binding	86	86	86	86	86	-	-	-	-	-	-	-	429	1,030	42%
Legal advertising	156	-	-	-	-	-	-	-	-	-	-	-	156	350	45%
Annual district filing fee	175	-	-	-	-	-	-	-	-	-	-	-	175	175	100%
Insurance	8,839	-	-	-	-	-	-	-	-	-	-	-	8,839	8,800	100%
Contingencies	59	17	17	17	107	-	-	-	-	-	-	-	215	1,000	22%
Capital outlay	-	-	-	44,423	-	-	-	-	-	-	-	-	44,423	-	N/A
ADA website compliance	210	-	-	-	-	-	-	-	-	-	-	-	210	210	100%
Website	-	-	-	-	-	-	-	-	-	-	-	-	-	705	0%
Total professional and administrative fees	12,997	3,707	6,283	48,644	4,270	-	-	-	-	-	-	-	75,901	79,777	95%
Operations and maintenance															
Electricity - street lighting	-	1,952	1,952	1,952	1,952	-	-	-	-	-	-	-	7,808	22,500	35%
Retention pond mowing/weed control	-	10,750	10,750	10,750	10,750	-	-	-	-	-	-	-	43,000	129,000	33%
Irrigation water	-	2,659	3,200	1,840	1,281	-	-	-	-	-	-	-	8,980	15,000	60%
Contingencies	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	0%
Aquatic weed control	1,586	1,586	1,586	1,586	1,586	-	-	-	-	-	-	-	7,930	20,000	40%
Dry retention pond refurbishment/planting	800	6,222	-	6,000	4,900	-	-	-	-	-	-	-	17,922	36,000	50%
Total operations and maintenance	2,386	23,169	17,488	22,128	20,469	-	-	-	-	-	-	-	85,640	223,500	38%
EXPENDITURES (continued)															
Other fees and charges															
Property appraiser	-	-	-	-	-	-	-	-	-	-	-	-	-	150	0%
Tax collector	-	3,224	1,933	-	281	-	-	-	-	-	-	-	5,438	5,887	92%
Total other fees and charges	-	3,224	1,933	-	281	-	-	-	-	-	-	-	5,438	6,037	90%
Total expenditures	15,383	30,100	25,704	70,772	25,020	-	-	-	-	-	-	-	166,979	309,314	54%
Excess/(deficiency) of revenues over/(under) expenditures	(15,366)	131,135	72,048	(70,754)	(10,967)	-	-	-	-	-	-	-	106,096	(25,750)	
Fund balance - beginning	453,435	438,069	569,204	641,252	570,498	559,531	559,531	559,531	559,531	559,531	559,531	559,531	453,435	484,632	
Fund balance - ending															
Committed															
Disaster recovery	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	
Future mower replacement	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	
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	43,069	174,204	246,252	175,498	164,531	164,531	164,531	164,531	164,531	164,531	164,531	164,531	164,531	63,882	
Fund balance - ending	\$ 438,069	\$ 569,204	\$ 641,252	\$ 570,498	\$ 559,531	\$ 559,531	\$ 559,531	\$ 559,531	\$ 559,531	\$ 559,531	\$ 559,531	\$ 559,531	\$ 559,531	\$ 458,882	

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
GENERAL LEDGER
AS OF
FEBRUARY 2024**

Heritage Pines CDD
General Ledger
 As of February 29, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
101.002 · Suntrust Checking-5304 - NEW							552,930.18
General Journal	02/08/2024	3050		TAX COLLECTION	10,509.31		563,439.49
General Journal	02/13/2024	3038		Accounts Payable 02/12/2024		24,632.67	538,806.82
General Journal	02/21/2024	3049		ACCOUNT ANALYSIS FEE		105.94	538,700.88
General Journal	02/29/2024	3045		INTEREST INCOME	4.38		538,705.26
General Journal	02/29/2024	3051		TAX COLLECTION	3,245.56		541,950.82
Total 101.002 · Suntrust Checking-5304 - NEW					13,759.25	24,738.61	541,950.82
151.000 · Investments							2,850.84
151.001 · SBA-Operating A Account							829.36
General Journal	02/29/2024	3045		INTEREST INCOME	3.66		833.02
Total 151.001 · SBA-Operating A Account					3.66	0.00	833.02
151.101 · SBA - Reserve A Account							2,021.48
General Journal	02/29/2024	3045		INTEREST INCOME	8.90		2,030.38
Total 151.101 · SBA - Reserve A Account					8.90	0.00	2,030.38
Total 151.000 · Investments					12.56	0.00	2,863.40
156.100 · Utility Deposit							14,716.80
Total 156.100 · Utility Deposit							14,716.80
202.000 · Accounts Payable - Year End							0.00
General Journal	02/12/2024	3037		Accounts Payable 02/12/2024		24,632.67	-24,632.67
General Journal	02/13/2024	3038		Accounts Payable 02/12/2024	24,632.67		0.00
Total 202.000 · Accounts Payable - Year End					24,632.67	24,632.67	0.00
271.000 · Unreserved Fund Balance							43,724.92
Total 271.000 · Unreserved Fund Balance							43,724.92
271.100 · Reserved Fund Balance							-83,000.00
Total 271.100 · Reserved Fund Balance							-83,000.00
3900 · Retained Earnings							-414,160.01
Total 3900 · Retained Earnings							-414,160.01
361.000 · Interest Income							-70.90
361.100 · Interest Income - Surplus Acct							-70.90
General Journal	02/29/2024	3045		INTEREST INCOME		8.90	-79.80
General Journal	02/29/2024	3045		INTEREST INCOME		3.66	-83.46
General Journal	02/29/2024	3045		INTEREST INCOME		4.38	-87.84
Total 361.100 · Interest Income - Surplus Acct					0.00	16.94	-87.84
Total 361.000 · Interest Income					0.00	16.94	-87.84
363.100 · Assessment Levy							-258,119.89
General Journal	02/08/2024	3050		TAX COLLECTION		10,509.31	-268,629.20
General Journal	02/08/2024	3050		TAX COLLECTOR FEE		214.47	-268,843.67
General Journal	02/29/2024	3051		TAX COLLECTION		3,245.56	-272,089.23
General Journal	02/29/2024	3051		TAX COLLECTOR FEE		66.24	-272,155.47
Total 363.100 · Assessment Levy					0.00	14,035.58	-272,155.47
369.100 · Misc. Income							-831.55

Heritage Pines CDD
General Ledger
 As of February 29, 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
511.000 · Legislative							2,153.00
511.110 · Supervisor's Fees							2,153.00
Total 511.110 · Supervisor's Fees							2,153.00
Total 511.000 · Legislative							2,153.00
512.000 · Executive							10,816.64
512.311 · Management Fees							10,816.64
Bill	02/12/2024	2023-2349	WRATHELL, HUNT & ASSOCIATES. LLC	02/24 MGMT FEE	2,704.16		13,520.80
Total 512.311 · Management Fees					2,704.16	0.00	13,520.80
Total 512.000 · Executive					2,704.16	0.00	13,520.80
513.000 · Financial & Administrative							7,560.77
513.310 · Assessment Roll Preparation							2,403.32
Bill	02/12/2024	2023-2349	WRATHELL, HUNT & ASSOCIATES. LLC	02/24 MGMT FEE	600.83		3,004.15
Total 513.310 · Assessment Roll Preparation					600.83	0.00	3,004.15
513.315 · Tax Collector							5,157.45
General Journal	02/08/2024	3050		TAX COLLECTOR FEE	214.47		5,371.92
General Journal	02/29/2024	3051		TAX COLLECTOR FEE	66.24		5,438.16
Total 513.315 · Tax Collector					280.71	0.00	5,438.16
Total 513.000 · Financial & Administrative					881.54	0.00	8,442.31
514.000 · Legal Counsel							305.00
514.310 · Legal Fees							305.00
Total 514.310 · Legal Fees							305.00
Total 514.000 · Legal Counsel							305.00
519.000 · Other General Government							11,529.87
519.320 · Engineering							753.60
Bill	02/12/2024	HPC1202-21-03	STROUD ENGINEERING CONSULTANTS	01/24 ENG. FEES	605.40		1,359.00
Total 519.320 · Engineering					605.40	0.00	1,359.00
519.410 · Postage							273.73
Total 519.410 · Postage							273.73
519.411 · Telephone							50.00
Bill	02/12/2024	2023-2349	WRATHELL, HUNT & ASSOCIATES. LLC	02/24 MGMT FEE	12.50		62.50
Total 519.411 · Telephone					12.50	0.00	62.50
519.414 · ADA Website Compliance							210.00
Total 519.414 · ADA Website Compliance							210.00
519.440 · Rentals and Leases							620.00
Bill	02/12/2024	2023-2349	WRATHELL, HUNT & ASSOCIATES. LLC	02/24 MGMT FEE	155.00		775.00
Total 519.440 · Rentals and Leases					155.00	0.00	775.00
519.450 · Insurance							8,839.00
Total 519.450 · Insurance							8,839.00

**Heritage Pines CDD
General Ledger
As of February 29, 2024**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
519.470 · Printing and Binding							343.32
Bill	02/12/2024	2023-2349	WRATHELL, HUNT & ASSOCIATES. LLC	02/24 MGMT FEE	85.83		429.15
Total 519.470 · Printing and Binding					85.83	0.00	429.15
519.480 · Legal Advertising							156.00
Total 519.480 · Legal Advertising							156.00
519.490 · Contingencies							109.22
General Journal	02/21/2024	3049		ACCOUNT ANALYSIS FEE	105.94		215.16
Total 519.490 · Contingencies					105.94	0.00	215.16
519.540 · Annual District Filing Fee							175.00
Total 519.540 · Annual District Filing Fee							175.00
Total 519.000 · Other General Government					964.67	0.00	12,494.54
539.000 · Field Maintenance							109,594.33
539.311 · Aquatic Weed Control							6,344.00
Bill	02/12/2024	PSI-048896	SOLITUDE LAKE MANAGEMENT	02/24 AQUATIC WEED CONTROL	1,586.00		7,930.00
Total 539.311 · Aquatic Weed Control					1,586.00	0.00	7,930.00
539.340 · Retention Pond Mowing/Weed Cont							32,250.00
Bill	02/12/2024	013124EU	HERITAGE PINES COMMUNITY ASSOCIATION...	01/24 EQUIPMENT USE	10,750.00		43,000.00
Total 539.340 · Retention Pond Mowing/Weed Cont					10,750.00	0.00	43,000.00
539.341 · Dry Retention Pond Refurbish							13,022.45
Bill	02/12/2024	1066	ENVIRONMENTAL SOLUTIONS FLORIDA INC	FABRICATE & INSTALL CUSTOM GATES ...	2,600.00		15,622.45
Bill	02/12/2024	1067	ENVIRONMENTAL SOLUTIONS FLORIDA INC	Cutting and removing the nuisance willow v...	2,300.00		17,922.45
Total 539.341 · Dry Retention Pond Refurbish					4,900.00	0.00	17,922.45
539.430 · Street Lighting							5,856.33
Bill	02/12/2024	1306910 020724	WITHLACOOCHEE RIVER ELECTRIC COOPER...	1306910 02/07/2024	1,492.99		7,349.32
Bill	02/12/2024	2041547 020524	WITHLACOOCHEE RIVER ELECTRIC COOPER...	2041547 02/05/2024	459.12		7,808.44
Total 539.430 · Street Lighting					1,952.11	0.00	7,808.44
539.431 · Irrigation of Pond Banks							7,698.89
Bill	02/12/2024	012524	HERITAGE PINES COMMUNITY ASSOCIATION...	01/24 RECLAIMED WATER	1,280.84		8,979.73
Total 539.431 · Irrigation of Pond Banks					1,280.84	0.00	8,979.73
539.495 · Capital Outlay							44,422.66
Total 539.495 · Capital Outlay							44,422.66
Total 539.000 · Field Maintenance					20,468.95	0.00	130,063.28
TOTAL					63,423.80	63,423.80	0.00

**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT
CHECK REGISTER
THROUGH
FEBRUARY 2024**

**Heritage Pines CDD
CHECK REGISTER
February 2024**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	10046	02/13/2024	ENVIRONMENTAL SOLUTIONS FLORIDA INC	101.002 · Suntrust Checking-5304 - NEW		-4,900.00
Bill	1066	02/12/2024		539.341 · Dry Retention Pond Refurbish	-2,600.00	2,600.00
Bill	1067	02/12/2024		539.341 · Dry Retention Pond Refurbish	-2,300.00	2,300.00
TOTAL					-4,900.00	4,900.00
Bill Pmt -Check	10047	02/13/2024	HERITAGE PINES COMMUNITY ASSOCIATION,INC	101.002 · Suntrust Checking-5304 - NEW		-12,030.84
Bill	012524	02/12/2024		539.431 · Irrigation of Pond Banks	-1,280.84	1,280.84
Bill	013124EU	02/12/2024		539.340 · Retention Pond Mowing/Weed Cont	-10,750.00	10,750.00
TOTAL					-12,030.84	12,030.84
Bill Pmt -Check	10048	02/13/2024	SOLITUDE LAKE MANAGEMENT	101.002 · Suntrust Checking-5304 - NEW		-1,586.00
Bill	PSI-048896	02/12/2024		539.311 · Aquatic Weed Control	-1,586.00	1,586.00
TOTAL					-1,586.00	1,586.00
Bill Pmt -Check	10049	02/13/2024	STROUD ENGINEERING CONSULTANTS	101.002 · Suntrust Checking-5304 - NEW		-605.40
Bill	HPC1202-21-03	02/12/2024		519.320 · Engineering	-605.40	605.40
TOTAL					-605.40	605.40
Bill Pmt -Check	10050	02/13/2024	WITHLACOOCHEE RIVER ELECTRIC COOPERATIVE	101.002 · Suntrust Checking-5304 - NEW		-1,952.11
Bill	1306910 020724	02/12/2024		539.430 · Street Lighting	-1,492.99	1,492.99
Bill	2041547 020524	02/12/2024		539.430 · Street Lighting	-459.12	459.12
TOTAL					-1,952.11	1,952.11
Bill Pmt -Check	10051	02/13/2024	WRATHELL, HUNT & ASSOCIATES. LLC	101.002 · Suntrust Checking-5304 - NEW		-3,558.32
Bill	2023-2349	02/12/2024		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**

INVOICE

Environmental Solutions Florida, Inc
EnvSolutionsFlorida@gmail.com
+1 (813) 362-0516
PO Box 1412
Palm Harbor, FL 34682



Heritage Pines CDD c/o Chuck Adams

Bill to

Chuck Adams
Heritage Pines CDD c/o Chuck Adams

Ship to

Chuck Adams
Heritage Pines CDD c/o Chuck Adams

Invoice details

Invoice no.: 1066
Terms: Net 30
Invoice date: 01/23/2024
Due date: 02/22/2024

#	Date	Product or service	SKU	Amount
1.	01/23/2024	Services Fabricate and install custom grates for the OCS just east of Clearcreek Court		\$2,600.00
			Total	\$2,600.00

Please send check to:
Environmental Solutions Florida, Inc
PO Box 1412
Palm Harbor, FL 34682

Archana Gujja

From: Chuck Adams
Sent: Wednesday, January 24, 2024 9:45 AM
To: HeritagePinesCDD
Subject: FW: Heritage Pines-OCS and Buffer Invoices
Attachments: HeritagePines-OCSgrate-Invoice1-23-24.pdf

Dry retention areas repairs and refurbishment

Chesley "Chuck" E. Adams jr.
Director of Operations
Wrathell, Hunt and Associates, LLC
(239) 464-7114 ©

From: Bryan F <envsolutionsflorida@gmail.com>
Sent: Wednesday, January 24, 2024 9:14 AM
To: Chuck Adams <adamsc@whhassociates.com>
Cc: Kurt Heath <kurt@stroudengineering.com>
Subject: Heritage Pines-OCS and Buffer Invoices

You don't often get email from envsolutionsflorida@gmail.com. [Learn why this is important](#)

Good morning Chuck. Attached are PDFs of the invoices from the buffer cleanup and custom OCS grate install up at Heritage Pines. Kurt told me that the invoices from Quickbooks came through looking strange. I've also attached photos of the two sites for your consideration.

Please have your folks drop a check in the mail when they get a chance. Let me know if you have any questions, and thanks again for the opportunity to serve the Heritage Pines



CDD



-Bryan

--

Bryan Fast, PE
Environmental Solutions Florida, Inc
813-362-0516

INVOICE

Environmental Solutions Florida, Inc
EnvSolutionsFlorida@gmail.com
+1 (813) 362-0516
PO Box 1412
Palm Harbor, FL 34682



Heritage Pines CDD c/o Chuck Adams

Bill to

Chuck Adams
Heritage Pines CDD c/o Chuck Adams

Ship to

Chuck Adams
Heritage Pines CDD c/o Chuck Adams

Invoice details

Invoice no.: 1067
Terms: Net 30
Invoice date: 01/23/2024
Due date: 02/22/2024

#	Date	Product or service	SKU	Amount
1.	01/23/2024	Field Services Cutting and removing the nuisance willow vegetation, in the wetland buffer north of Scenic Hills Boulevard- Heritage Pines CDD		\$2,300.00
			Total	\$2,300.00

Please send check to:
Environmental Solutions Florida, Inc
PO Box 1412
Palm Harbor, FL 34682

Archana Gujja

From: Chuck Adams
Sent: Wednesday, January 24, 2024 5:26 AM
To: HeritagePinesCDD
Subject: Environmental Solutions
Attachments: b4e01a19-771d-49b5-9136-3db9f26db145.pdf

Dry Retention renovations

Chesley 'Chuck' Adams Jr.
Director of Operations
Wrathell, Hunt and Associates, LLC

(239) 464-7114 (c)



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
 Pay By Phone: 1-855-786-5344

1 0 1
 10-20160

HERITAGE PINES COMMUNITY ASSOCIATION

Service Address: **18801 GRAND CLUB DR**
 Bill Number: 19757986
 Billing Date: 1/25/2024
 Billing Period: 12/6/2023 to 1/5/2024

Account #	Customer #
0010470	01C16692
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, 2023.
 Please visit bit.ly/pcurates for additional details.

Service	Meter #	Previous		Current		# of Days	Consumption <small>in thousands</small>
		Date	Read	Date	Read		
Reclaim	13349042	12/6/2023	264634	1/5/2024	276672	30	12038

Usage History		
	Water	
January 2024	12038	
December 2023	17297	
November 2023	30072	
October 2023	24989	
September 2023	19668	
August 2023	19859	
July 2023	21165	
June 2023	23421	
May 2023	26475	
April 2023	23108	
March 2023	20601	
February 2023	16229	

Transactions		
Previous Bill		6,572.86
Payment 01/08/24		-6,572.86 CR
Balance Forward		0.00
Current Transactions		
Reclaimed		
Reclaimed	12,038 Thousand Gals X \$0.33	4,574.44
Total Current Transactions		4,574.44
TOTAL BALANCE DUE		\$4,574.44

4574.44 x 28% = 1280.84



Please return this portion with payment

TO PAY ONLINE, VISIT pascoeasyway.pascocountyfl.net

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

Account # 0010470
 Customer # 01016692
 Balance Forward 0.00
 Current Transactions 4,574.44

Total Balance Due	\$4,574.44
Due Date	2/12/2024

* 0% late fee will be applied if paid after due date

**The Total Due will be electron cally
 transferred on 02/12/2024.**

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: JAN 31, 2024

To: Heritage Pines CDD

Attn: Chuck Adams

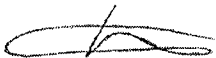
Below is the invoice for services performed per contract for January 2024 and the total amount payable to HPCA.

Service Agreement

Monthly Fee	\$10,750.00
-------------	-------------

Total

Thank you



Herb Hurley, GM

Heritage Pines Community Assoc.



INVOICE

Page: 1

Please Remit Payment to:

Solitude Lake Management, LLC
 1320 Brookwood Drive
 Suite H
 Little Rock, AR 72202
 Phone #: (888) 480-5253
 Fax #: (888) 358-0088

Invoice Number: PSI048896
 Invoice Date: 2/2/2024

Bill
 To: Heritage Pines CDD
 9220 Bonita Beach Road, Suite 214
 Bonita Springs, FL 34135

Ship
 To: Heritage Pines CDD
 9220 Bonita Beach Road, Suite 214
 Bonita Springs, FL 34135

Ship Via
 Ship Date 2/2/2024
 Due Date 3/18/2024
 Terms Net 45

Customer ID H2224
 P.O. Number
 P.O. Date 2/2/2024
 Our Order No.

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Maintenance February Billing 2/1/2024 - 2/29/2024 Heritage Pines Cdd LAKE ALL		1	1	1,586.00	1,586.00

Amount Subject to Sales Tax 0.00
 Amount Exempt from Sales Tax 1,586.00

Subtotal: 1,586.00
 Invoice Discount: 0.00
 Total Sales Tax: 0.00
 Payment Amount: 0.00
Total: 1,586.00



Transmittal Letter

10503 Cyndee Ln.
 Odessa, Florida 33556
 Office/Cell: (813) 706-1964
 Kurt@StroudEngineering.com

February 6, 2024

To:
 Heritage Pines CDD
 Attn: Mr. Chuck Adams
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Attention: Mr. Chuck Adams
Re: Current Invoice (Heritage Pines CDD – Misc. Engineering Services FY 24)
Job Number: HPC 12-02-21

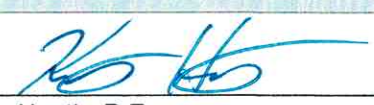
We are sending you			
<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Under Separate Cover the following:		
<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints	<input type="checkbox"/> Plans	<input type="checkbox"/> Other:
<input type="checkbox"/> Copy of Letter	<input type="checkbox"/> Change Order	<input type="checkbox"/> Samples	
<input type="checkbox"/> Report	<input type="checkbox"/> Reproducible	<input type="checkbox"/> Specification	

Copies	Date	Description
1	2-06-24	Consultant Invoice (Period of 1/1/24 to 1/31/24)

These are transmitted as checked below	
<input checked="" type="checkbox"/> For Approval	<input type="checkbox"/> For Review and Comment
<input type="checkbox"/> For Your Use	<input type="checkbox"/> For Your Information
<input type="checkbox"/> As Requested	<input type="checkbox"/> For Your File

Comments:
 Chuck,
 Attached is the current invoice for requested services through January 31, 2024, including the associated invoice breakdown. Let me know if you have any questions or need any additional information.

Copy to:
 File


 Kurt D. Heath, P.E.

INVOICE #HPC1202-21-03

Date: February 6, 2024

INVOICE

TO:

Heritage Pines CDD
Attn: Chuck Adams
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

FOR:

Heritage Pines CDD
Work Task No. 21 - Misc. Engineering Services (FY 2024)
(Period of 1/1/24 through 1/31/24)

DESCRIPTION	% COMPLETE	FEE	AMOUNT
Task 1 – Project Engineering Services ** See Attached Hourly Breakdown	100.0	\$605.40	\$605.40
Total Completed to Date			\$605.40
Total Previously Invoiced			\$0.00
Total Due This Invoice (Net 30)			\$605.40



Kurt D. Heath, PE
Stroud Engineering Consultants, Inc.

INVOICE BREAKDOWN

(Period of 1/1/24 through 1/31/24)

Task 1 - Miscellaneous Engineering Services

Labor Description	Date	Hours	Rate	Amount
General/Miscellaneous Tasks				
Attended HPCA Board Mtg. with County O&M staff to provide information about reclaimed water system within community and piping improvements installed in 2015	1/9	3.0	\$ 75.00	\$ 225.00
Site visit to eval. Curb issues on Rock Ct., wetland vegetation status at NWRA 33 w/ Bryan F.	1/23	4.0	\$ 75.00	\$ 300.00
Labor Total				\$ 525.00
Expenses Description				
Mileage (@ 2 site visits)				120
Mileage Rate			\$	0.670
Expenses Total				\$ 80.40
Total Billing Period Cost for Task 1				\$ 605.40

Wrathell, Hunt & Associates, LLC

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

Invoice

Date	Invoice #
2/1/2024	2023-2349

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>	
Total	\$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 **02/07/2024**
Amount Due **1,492.99**
Current Charges Due **02/27/2024**

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	kWh Used

Comparative Usage Information

Average kWh
Period Days Per Day

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. If you would like to make a payment using your credit card, please call 844-209-7166. This number is WREC's Secure Pay-By-Phone system.

Previous Balance 1,492.99
Payment 1,492.99CR
Balance Forward 0.00

Light Energy Charge 146.42
Light Support Charge 106.54
Light Maintenance Charge 230.78
Light Fixture Charge 275.62
Light Fuel Adj 5,220 KWH @ 0.04000 208.80
Poles (QTY 103) 513.00
FL Gross Receipts Tax 11.83

Total Current Charges 1,492.99
Total Due Please Pay 1,492.99

Lights/Poles	Type/Qty	Type/Qty	Type/Qty	Type/Qty	Type/Qty
	105 78	205 17	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: 02/07/2024

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	02/27/2024
TOTAL CHARGES DUE	1,492.99
Total Charges Due After Due Date	1,515.38

000130691000014929900015153800



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 **02/05/2024**
Amount Due **459.12**
Current Charges Due **02/23/2024**

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
--------	------	---------

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 Smarhub at www.wrec.net. If you would like to make a payment using your credit card, please call 844-209-7166. 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: 02/05/2024

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	02/23/2024
TOTAL CHARGES DUE	459.12
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 20, 2024 at 2:00 p.m., in the Heritage Pines Country Club Meeting Room, 11524 Scenic Hills Boulevard, Hudson, Florida 34667.

Present were:

- | | |
|-------------------|---------------------|
| Kathleen Lonergan | Chair |
| Arthur Rhodes | Vice Chair |
| Carol Vaughan | Assistant Secretary |
| Janice Benedetti | Assistant Secretary |
| Michael Walsh | Assistant Secretary |

Also present:

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 2:00 p.m.
All Supervisors were present.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

All present recited the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Public Comments: Agenda Items [3 minutes per person]

No members of the public spoke.

FOURTH ORDER OF BUSINESS

Update: Operations Activities

39

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

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

44

45 **FIFTH ORDER OF BUSINESS**

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

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

57 ➤ Seats 1, 2 and 3, currently held by Arthur Rhodes, Janice Benedetti and Michael Walsh,
58 respectively, will be up for election at the November 2024 General Election.

59 ➤ Candidates must be a citizen of the United States, at least 18 years of age, a legal
60 resident of Florida, reside within the CDD and be a registered voter in Pasco County.

61 ➤ Each Board Member is entitled to receive compensation of \$200 per meeting, up to an
62 annual maximum of \$4,800 per year.

63 ➤ Each Seat carries a four-year term.

64 ➤ The candidate qualifying period is noon, June 10, 2024 to noon, June 14, 2024.

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

67

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

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SIXTH ORDER OF BUSINESS

Update: Required Ethics Training and Form 1 Disclosure Filing

Mr. Adams presented the Memorandum and noted the following:

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

SEVENTH ORDER OF BUSINESS

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

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

107

108

109

110

111

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

112

113

114

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2023

115

116

117

118

119

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

120

121

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

122

123

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

124

125

126

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

127

128

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

129

130

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

131

132

133

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

134

135

136

NINTH ORDER OF BUSINESS

Approval of December 5, 2023 Regular Meeting Minutes

137

138

139

The following changes were made:

140

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

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

142

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

145

146

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

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

154 • **To Do Action Items List**

155 Items 13, 15 and 17 were completed.

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

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

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

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

168 A Board Member asked what the blue stakes signify.

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

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

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

174

175 **TENTH ORDER OF BUSINESS**

Staff Reports

176

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

178 There was no report.

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

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

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

- 184 • **NEXT MEETING DATE: April 16, 2024 at 2:00 PM**

- 185 ○ **QUORUM CHECK**

186

187 **ELEVENTH ORDER OF BUSINESS**

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

188

189

190 No members of the public spoke.

191

192 **TWELFTH ORDER OF BUSINESS**

Supervisors' Requests

193

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

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

200

201 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

202
203
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210

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

211
212
213
214
215
216

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. 12.01.20 Mr. Adams: Email bank statements for months between reg mtgs. 06.21.22/12.06.22 Mr. Adams: Email Reconciliation Reports to Board monthly.	ONGOING	
2	06.09.20	Mr. Gatz: Inspect & address plant beds & overgrowth at several east & west EDRA areas, before mulch is applied. Revised 09.08.20 Pond 15A & 15B: Inspect sparse plant bed. Revised 12.01.20 Mr. Gatz: Install plant material instead of sod near Pond 15A and add sod to reduce the erosion in the area. Revised 04.19.22 Mr. Gatz: Submit proposal to install sod at EDRA #21 & Pond 15A.	ONGOING	
3	07.14.20	SOLitude: 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. 07.20.21 Monitor areas, prep list to address in April or May dry seasons and obtain proposals.	ONGOING	
6	06.29.21	Staff: Spray Paleo Park twice a month & mulch as needed. 07.19.22 Per Ms. Vaughan: CDD's maintenance responsibilities at Paleo Park include: <ul style="list-style-type: none"> ➤ Mulch installation. ➤ Raking leaves. ➤ Taking care of the water and the sinkhole. (Per Mr. Gatz: SOLitude does this.) ➤ Removal of dead branches and debris ➤ Mowing of certain small areas ➤ Spraying weeds 	ONGOING	
7	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.	ONGOING	
8	09.21.21	Mr. Gatz: Obtain proposal for sod for EDRA #58 07.20.21 This is HOA, not CDD. 09.21.21 Added back to list for follow-up: Replace patch of sod by maintenance shed. 10.19.21 Mr. Gatz to order with next sod order. 12.06.22 Mr. Gatz: Order extra sod to recently approved proposal.	ONGOING	
9	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	
10	09.21.21	Mr. Heath: Inspect filled 11701 & 11705 Scenic Hills Blvd area once water level drops.	ONGOING	

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

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
11	06.21.22	Mr. Gatz: Inspect landscaping & erosion to determine best approach to “snake pit” lake & two islands. 07.19.22 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 complaints received wanting the grass cut.	ONGOING	
12	06.21.22	Ms. Lonergan/Mr. Walsh: Participate in pipe inspection w Gatz & Heath during dry season.	ONGOING	
13	10.17.23	Mr. Adams: Going forward, copy Board on all issues addressed; remind Board not to copy other Board Members if they need to respond.	ONGOING	
14	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.	ONGOING	
15	12.05.23	Mr. Gatz: Have someone pick up debris at EDRA #10 behind Woodfield Village, every other day.	ONGOING	
16	02.20.24	Mr. Heath: Inspect NWRA #47 at #18 where that area is a reserve area with white stakes contains four dead trees, to see if the trees can be removed.	ONGOING	
17	02.20.24	Mr. Heath: Request a price to survey and re-stake the area of NWRA #33 where vegetation was reported to be overgrown.	ONGOING	
18	02.20.24	Mr. Adams: Request that Audit be presented for consideration at the April meeting.	ONGOING	
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**HERITAGE PINES CDD
TO DO ACTION ITEMS LIST
(Oldest to Newest)**

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
1	12.06.22	Lupton's Construction Services, LLC \$8,552.08 estimate to be approved once project to repair the 36" storm drainage pipe commences in the Spring.	COMPLETED	04.18.23
2	02.21.23	Mr. Adams: Have another attorney from Straley Robin Vericker review Landscape Maintenance Agreement with HPCA and report findings at the next meeting.	COMPLETED	04.18.23
3	12.06.22	Mr. Adams: Ask SOLitude how they access EWRA 33 and email information to the Board.	COMPLETED	06.20.23
4	04.18.23	District Counsel: Update Landscape Maintenance Agreement to include changes discussed. Email updated redline version to Mr. Hurley ASAP. Coordinate with HPCA Counsel to revise/update/finalize.	COMPLETED	06.20.23
5	04.18.23	Mr. Adams: Adjust proposed FY2024 budget line items and amounts, as necessary to move mulch to another category & keep assessments unchanged year-over-year.	COMPLETED	06.20.23
6	06.20.23	Per Ms. Lonergan: Staff to replace the grate at Hole #15. 09.19.23 Per Mr. Adams: the grate has been delivered and it has not yet been installed.	COMPLETED	10.17.23
7	09.19.23	Mr. Heath: Lupton's Construction Services, LLC, Proposal #2023-6 for curb inlet repair, in the amount of \$800, was approved.	COMPLETED	10.17.23
8	09.19.23	Mr. Gatz: Send estimates & info regarding possible mowing equipment purchase to Mr. Adams.	COMPLETED	10.17.23
9	04.18.23	District Engineer: Review NWRA 38 area. Determine if dry and if anything can be removed.	COMPLETED	12.05.23
10	09.19.23	Mr. Heath: Inspect rear wall near tennis courts #1 & #2, where drain is causing erosion behind the wall.	COMPLETED	12.05.23
11	09.19.23	Mr. Heath: Inspect two tall pine trees in WRA #33 as they are leaning near homes.	COMPLETED	12.05.23
12	09.19.23	Mr. Gatz: Ask A to Z to remove a fallen tree between #16 and #17.	COMPLETED	12.05.23
13	09.19.23	Mr. Gatz: A to Z proposal to reduce foliage back 10' and remove Brazilian pepper trees for approximately \$5,000. Proposal submitted, not yet approved.	COMPLETED	12.05.23
14	10.17.23	Mr. Heath: inspect dead vegetation in drier portions NWRA 38 to see if any additional vegetation can be removed. Consult local biologist to ensure compliance with permit if necessary.	COMPLETED	12.05.23

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

#	DATE ADDED TO LIST	DESCRIPTION	STATUS	DATE MOVED TO COMPLETED
15	10.17.23	Mr. Heath: Inspect rusting grate frame at Pond 15A, provide photos and recommendation.	COMPLETED	12.05.23
16	10.17.23	Mr. Gatz: New mowing equipment purchased; delivery anticipated in April 2024.	ONGOING	02.20.24
17	12.05.23	Mr. Heath: get an estimate to address gap on top of the structure overflow grate near Pond 15A, near Paleo Park that presents a safety issue.	ONGOING	02.20.24
18	12.05.23	Mr. Adams: invest CDD funds utilizing the Bank United ICS Money Market investment option.	ONGOING	02.20.24
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**HERITAGE PINES
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS**

HERITAGE PINES COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

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

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 17, 2023	Regular Meeting	2:00 PM
December 5, 2023	Regular Meeting	2:00 PM
February 20, 2024	Regular Meeting	2:00 PM
April 16, 2024	Regular Meeting	2:00 PM
June 18, 2024	Regular Meeting	2:00 PM
July 16, 2024	Public Hearing & Regular Meeting	2:00 PM
September 17, 2024	Regular Meeting	2:00 PM