

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

The Board of Supervisors of the Heritage Pines Community Development District held a Regular Meeting on December 10, 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
Arthur Rhodes
Carol Vaughan
Michael Walsh
Stephen Putman

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Chuck Adams
Kurt Heath
Tim Gatz

District Manager
District Engineer
HPCA Grounds Superintendent

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 2:00 p.m.

Supervisors Lonergan and Vaughan and Supervisors-Elect Rhodes, Walsh and Putman 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

Administration of Oath of Office to Newly Elected Supervisors [Arthur Rhodes - Seat 1, Stephen Putman – Seat 2, Michael Walsh - Seat 3] (the following to be provided in a separate package)

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Rhodes, Mr. Putman and Mr. Walsh. He provided and explained the following items:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

Mr. Adams discussed registration with the Commission on Ethics, filing Form 1 electronically and the requirement for all current and incumbent Board Members to complete four hours of ethics training by the December 31, 2024; this requirement will not apply to Mr. Putman until 2025, as he did not previously serve on the Board. Use of CDD email, recordkeeping and public records requests were discussed.

B. Membership, Obligations and Responsibilities

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

Mr. Adams discussed the Sunshine Law, which prohibits Board Members from discussing or communicating about any current or potential CDD business outside of a noticed public meeting; this includes all kinds of interactions and communications including in person, electronically, social media and via intermediaries.

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Electing and Removing Officers of the District, and Providing for an Effective Date

Mr. Adams presented Resolution 2025-01.

Mr. Walsh nominated the following:

Kathleen Lonergan

Chair

Arthur Rhodes

Vice Chair

Michael Walsh	Assistant Secretary
Carol Vaughan	Assistant Secretary
Stephen Putman	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Janice Benedetti	Assistant Secretary
------------------	---------------------

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Chuck Adams	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Walsh and seconded by Ms. Vaughan, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-02, Adopting an Amended Budget for Fiscal Year 2023/2024, Providing for Appropriations; Addressing Conflicts and Severability; And Providing for an Effective Date

Mr. Adams presented Resolution 2025-02. It is necessary to amend the Fiscal Year 2024 budget to reflect the major expenditure related to the new lawnmower. He reviewed additional changes to the Fiscal Year 2024 budget and stated that columns were added to show "Actual" versus "Adopted Budget" and "Proposed Increase/(Decrease)" expenditures. The "Operations and maintenance - Contingencies" line item was increased by \$20,000 in case additional journal entries occur; these funds will remain in Surplus Fund Balance if not needed.

Ms. Lonergan stated that she received a letter indicating that the CDD will receive a refund of \$1,298 from the Tax Collector's Office; this amount accounts for the difference between the actual and the amended budget.

On MOTION by Mr. Walsh and seconded by Mr. Putman, with all in favor, Resolution 2025-02, Adopting an Amended Budget for Fiscal Year 2023/2024, Providing for Appropriations; Addressing Conflicts and Severability; And Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS**Update: Operations Activities**

Mr. Adams stated that some cleanup is ongoing; while Brian was working in the area, he was asked to look at the area at 33.

Mr. Adams presented a proposal requested by Ms. Vaughan for additional cleanup at 33.

Discussion ensued regarding the scope of work based on the site visit, which includes perimeter cleanup, removal of dead trees and mulching.

Ms. Lonergan asked for maps to be provided to Mr. Putman.

Mr. Adams stated the invoice will be paid upon completion.

Ms. Lonergan noted that the area from the wall to the white stakes is CDD property and asked for that area to be cleared up.

Mr. Heath stated there is a natural wetland in the center of the area; on the western side there is some separate excavated retention area. The portion on the south side is difficult to mow with equipment. The optional scope of work is related to cleanup with weed whackers in the dry retention slope area, which is recommended, although it does not impede drainage.

On MOTION by Mr. Walsh and seconded by Mr. Putman, with all in favor, the proposal for additional cleanup at 33, including the optional scope of work, was approved.

Ms. Vaughan noted that some mulch was installed and asked which is cheaper, mulch or brown bark wood chips. Mr. Gatz stated the wood chips are free; additional mulching will occur in early spring. Ms. Vaughan voiced her opinion that additional mulch is needed.

It was noted that native grasses at Hole 2 are dwindling and disappearing. Asked if some of it will be replaced, Mr. Gatz stated he will inspect the area and advise.

EIGHTH ORDER OF BUSINESS**Acceptance of Unaudited Financial
Statements as of October 31, 2024**

Mr. Adams presented the Unaudited Financial Statements as of October 31, 2024. He stated the BankUnited Insured Cash Sweep (ICS) investment account was established; he believes the 4.75% initial interest rate has dropped to 4.25%.

Ms. Vaughan asked if anything further can be done with the pond area by Rolling Hills. Mr. Adams stated that both the big pond and 3 are treated three times annually by the new company, Premier Lakes. The contract began December 1, 2024; the CDD is in dormancy now and the next treatments will be applied in March and July 2025.

On MOTION by Mr. Rhodes and seconded by Ms. Vaughan, with all in favor, the Unaudited Financial Statements as of October 31, 2024, were accepted.

NINTH ORDER OF BUSINESS**Approval of October 15, 2024 Regular
Meeting Minutes**

Ms. Lonergan presented the October 15, 2024 Regular Meeting Minutes.

The following changes were made:

Lines 71, 149, 164 and 165: Change "Gatz" to "Hurley"

Line 99: Change "Walsh" to "Rhodes"

On MOTION by Mr. Walsh and seconded by Ms. Vaughan, with all in favor, the October 15, 2024 Regular Meeting Minutes, as amended, were approved.

- **To Do Action Items List**

Items 16 and 18 were completed.

Item 3: Change "SOLitude" to "Premier"

Item 17: Change "Pond" to "Hole"

Regarding Item 19, Mr. Heath stated that he needs the resident's address. Ms. Lonergan stated curbing does not affect drainage; unless it is severely damaged, curbing is generally not replaced.

TENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Straley Robin Vericker, P.A.**

There was no report.

B. District Engineer: Stroud Engineering Consultants

Mr. Heath will address the retention area in 33 and investigate a tree issue.

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

- **NEXT MEETING DATE: February 18, 2025 at 2:00 PM**
 - **QUORUM CHECK**

A workshop will be scheduled to provide Mr. Putman and any interested parties an overview about CDDs. The workshop will be on February 18, 2025 at 1:00 p.m.

ELEVENTH ORDER OF BUSINESS**Audience Comments: Non-Agenda Items [3 minutes per person]**

A resident asked what the CDD's mindset is regarding supporting the new building that Heritage Pines is building. He asked if the CDD will consider supporting infrastructure or financing. Mr. Adams stated the matter has not come before the Board yet. There is the potential for CDD support; he had a very brief conceptual conversation with the General Manager over one year ago. He noted that the CDD needs to be protective of the front gate due to the CDD's utilization of tax-exempt financing.

Ms. Lonergan stated the CDD needs to know exactly what support he is looking for. She stated that this topic could be discussed at the workshop if the Board Members choose.

TWELFTH ORDER OF BUSINESS**Supervisors' Requests**

There were no Supervisors' requests.

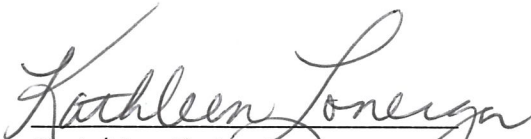
THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Vaughan and seconded by Mr. Rhodes, with all in favor, the meeting adjourned at 2:34 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair