

1 **MINUTES OF MEETING**  
2 **THE PRESERVE AT SOUTH BRANCH**  
3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of The Preserve at South Branch Community  
5 Development District was held on Tuesday, February 7, 2023 at 9:02 a.m. at Residence Inn by Marriott  
6 Tampa Suncoast Parkway, NorthPointe Village, 2101 Northpoint Parkway, Lutz, Florida 33558.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. Lotito called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Jennifer Whelihan (S2)	Board Supervisor, Chairwoman
11 Jeffrey Haller (S4)	Board Supervisor, Vice Chairman
12 Jules Abercrombie (S5)	Board Supervisor, Assistant Secretary

13 Also present were:

14 Ray Lotito	District Manager, DPGF Management & Consulting
15 Tish Dobson ( <i>via phone</i> )	District Manager, DPGF Management & Consulting
16 Sarah Sandy ( <i>via phone</i> )	District Counsel, Kutak Rock
17 Rob Ferrante	Operations Manager, Cepra
18 Richard Seaman	Account Manager, Cepra
19 Justin Norris	FL West Coast Manager, Cepra
20 Sean Helmstetter	Operations Manager, Florida Fountains
21 Greg Carr	Owner, Office Pride Commercial Cleaning Services
22 Rob Howard	Resident (HOA President)

23 *The following is a summary of the discussions and actions taken at the February 7, 2023 Preserve at South*  
24 *Branch CDD Board of Supervisors Regular Meeting.*

25 **SECOND ORDER OF BUSINESS – Audience Comments – Agenda Items** (*Limited to three minutes*  
26 *per individual*)

27 There being none, the next item followed.

28 **THIRD ORDER OF BUSINESS – Vendor Introductions**

29 A. Cepra (Landscape Maintenance): Rob Ferrante, Account Manager

30 Cepra has been the landscape vendor for 3-1/2 years. Plants were installed by the  
31 developer. Cepra has just been maintaining what was in place when they took over the  
32 contract. The same crew has been on site for two or three years.

33 B. Florida Fountains (Pond Fountain Maintenance): Sean Helmstetter, Operations Manager

34 Florida Fountains has a lot of work scheduled in the upcoming weeks and intends to have  
35 the fountains. Richie is the lead tech and will be at the next meeting to meet the Board.  
36 Timers will be adjusted this week.

37 C. Steadfast Environmental (Aquatics Maintenance): Joe Hamilton, Co-Owner

38 Mr. Hamilton was not present.

39 **FOURTH ORDER OF BUSINESS – Staff Reports**

40 A. District Counsel – *Sarah Sandy, Kutak Rock*

41 Ms. Sandy updated the Board on sidewalk maintenance. The sidewalks are platted as part  
42 of the right of way tract; typically the owner of the tract is responsible for maintenance,  
43 unless there is something that places maintenance obligations affirmatively on another  
44 entity or person, such as the HOA declaration or a license between the District and the  
45 County. Sidewalks that run along South Branch Boulevard are the responsibility of the  
46 County. The HOA declarations do not put an obligation on the residents to maintain the  
47 sidewalks in front of their homes; however, it does provide that the HOA can require  
48 homeowners to pressure wash the sidewalks in front of their homes every three years, but  
49 it is not a mandatory item. Therefore the majority of work in maintaining the neighborhood  
50 sidewalks will fall to the CDD. During the transition of the CDD from the developer to  
51 residents, there were several drainage issues identified including standing water on the  
52 sidewalks, however the former District Engineer identified lot grading as the cause of the  
53 drainage issues. The District accepted ownership of all the various improvements close to  
54 the time they were built. While the Board is currently transitioning from developer to  
55 resident run, the District has already accepted the improvements received from the  
56 developer, taken ownership of and been maintaining the property for a while. The Board  
57 requested Ms. Sandy review the acquisition documents to determine who installed the  
58 sidewalks and what warranties associated with the work were assigned to the District, if  
59 any.

60 B. District Engineer – *Stephen Brletic, JMT*

61 Mr. Brletic added to the discussion on sidewalks by noting the swales between the houses  
62 are part of the lot grading plans throughout the community. If the swales are started too  
63 low, by the time they get to the front of the lot, there's insufficient slope for runoff to flow  
64 as intended. The other issue is grass growing 2"-3" above the sidewalk creating a barrier  
65 that also prevents water runoff. Some sidewalks may have ADA issues.

66 Ms. Whelihan stated that objects such as transformers, light poles, fire hydrants in the  
67 drainage easements also inhibit watershed.

68 Mr. Brletic offered to provide estimated costs for any community improvements the Board  
69 wished to discuss at a budget workshop.

70 Mr. Brletic discussed his transition away from JMT and JMT's resignation as District  
71 Engineer.

72 C. District Manger – *Raymond J. Lotito, DPFPG*

73 District Manager was directed to schedule a virtual workshop for the Board with DR  
74 Horton, District Engineer and District Management to review the transition committee's  
75 documentation of the sidewalks and drainage interference and discuss what the developer  
76 will fix. The workshop would be noticed and open to the public.

77 1. Exhibit 1: Presentation of JMT Resignation

78 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board accepted  
79 the resignation of JMT as District Engineer for The Preserve at South Branch Community Development  
80 District.

81 2. Exhibit 2: Consideration of Interim 90-day District Engineering Agreement with  
82 BDI

83 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board approved  
84 the interim District Engineer agreement with BDI for The Preserve at South Branch Community  
85 Development District.

86 3. Exhibit 3: Authorization of Staff to Proceed with District Engineering Services  
87 Request for Qualifications

88 Ms. Sandy outlined the process for a Request for Qualifications (RFQ).

89 On a MOTION by Mr. Haller, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the Board  
90 authorized staff to proceed with a District engineering services request for qualifications for The Preserve  
91 at South Branch Community Development District.

92 4. Exhibit 4: Field Operations Report – *Tish Dobson, DDPFG*

93 Duke Energy is working on the lights out at the front entrance after a line was cut.  
94 Duke Energy does not have a patrol, so it is up to the residents to report light  
95 outages either directly to [Duke Energy](#) or to [Ms. Dobson](#).

96 During one of the inspections it was noted that crosswalks were not installed at  
97 some crosswalks. Proposals will be obtained for the Board’s review. Ms. Dobson  
98 will reach out to Pasco County regarding getting crosswalks installed on South  
99 Branch Blvd.

100 A proposal has been requested for the missing or damaged truncated directional  
101 mats to keep them in ADA compliance.

102 Office Pride provided a proposal to increase the frequency of porter services and  
103 pet waste station servicing and a have ordered a new dog waste station for the dog  
104 park.

105 A new plumber is coming in to fix the dog wash station and the water fountains.

106 A proposal has been requested to repair the teeter in the dog park.

107 a. Landscape Report – *Cepra*  
108 *This item was presented out of order.*

109 Cepra provided a summary of their activities over the last month. There  
110 was some plant damage with the freeze over Christmas, but nothing  
111 detrimental. Vegetation is coming back and cutbacks will begin once the  
112 chance of frost passes- mid-March. Turf is on schedule for fertilization,  
113 shrubs and palms were fertilized. Some of the annuals will be replaced  
114 around the monument signs. Ant mounds are being treated daily.

115 b. Exhibit 5: Pond Report – *Steadfast Environmental*  
116 *This item was presented out of order.*

117 Ms. Dobson stated she had been in contact with Steadfast regarding the  
118 cattails at the end of the boulevard. They will be monitored closely to  
119 make sure they don’t migrate further into the body of water. Some of the  
120 cattails were sprayed and are decaying. She will pull the proposal to  
121 confirm whether dead material is to be removed as decaying plant material  
122 contributes to algal blooms and gives off an unpleasant smell.

123 Ms. Whelihan shared that bright green algae indicates treatment has  
124 occurred, so the good news is that all the ponds have been treated.

125 i. Recommendation on Erosion Found on Ponds 9 and 10

126 This item was not discussed.

127 c. Discussion on CDD Property Encroachment at 3004 Pink Peacock Lane  
128 *This item was presented out of order.*

129 This location has become a high-traffic area, encroaching onto private  
130 property. The affected resident's mowing was encroaching onto CDD  
131 property and upon staff's request the mowing has ceased. Ms. Dobson  
132 suggested installing a no trespassing sign on the CDD property. The area  
133 is sensitive because it abuts a conservation area, the CDD will want to  
134 inhibit foot traffic, landscaping changes and trash deposits. Ms. Dobson  
135 will obtain pricing for the sign for the Board's consideration.

136 **FIFTH ORDER OF BUSINESS – Consent Agenda**

137 A. Exhibit 6: Consideration and Approval of The Minutes of the Regular Meeting Held  
138 January 3, 2023

139 B. Exhibit 7: Consideration and Acceptance of The December 2022 Unaudited Financial  
140 Report

141 C. Exhibit 8: Ratification of Proposals and Invoices

142 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board approved  
143 all items on the Consent Agenda for The Preserve at South Branch Community Development District.

144 **SIXTH ORDER OF BUSINESS –Administrative Matters**

145 A. Exhibit 9: Acceptance of Supervisor Resignations Vacating Seats 1 and 3

146 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board accepted  
147 the Supervisor resignations vacating Seats 1 and 3 for The Preserve at South Branch Community  
148 Development District.

149 B. Exhibit 10: Ratification of Candidate Resume Submission Deadline Extension to February  
150 28, 2023.

151 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the Board  
152 ratified the deadline extension to February 28, 2023 for submitting Supervisor candidate resumes for The  
153 Preserve at South Branch Community Development District.

154 **SEVENTH ORDER OF BUSINESS – Business Items**

155 A. Review of Developer Transition

156 This item was discussed under Staff Reports. Ms. Sandy was directed to request the  
157 developer remove their signs from the community.

158 B. Consideration of Proposals

159 1. Exhibit 11: Florida Fountains – Fountain #3 Repair - \$2,249.00

160 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board approved  
 161 Florida Fountains proposal to repair fountain #3, for The Preserve at South Branch Community  
 162 Development District.

163 2. Exhibit 12: Romaner Graphics Sign Repairs - \$13,529.00  
 164 Supervisors discussed sign placement. Supervisors requested District Engineer  
 165 review the signage map and County requirements and work with vendor on sign  
 166 placement and relocation.

167 On a MOTION by Mr. Haller, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the Board approved  
 168 Romaner Graphics Sign Repairs proposal, for The Preserve at South Branch Community Development  
 169 District.

170 3. Exhibit 13: Cepra Landscape  
 171 a. Winter Annuals Change Out - \$2,197.25  
 172 This proposal was approved at last month's meeting.  
 173 b. Good Hearted Road Plant Replacements - \$14,054.78  
 174 Cepra will revise this proposal and resubmit with a rendering.  
 175 c. Mulch Installation - \$18,570.50  
 176 This proposal was tabled.  
 177 Ms. Dobson mentioned that mulch is typically added twice a year. Around  
 178 the holiday season a top dressing is applied, and in May-June a full  
 179 mulching is added. Maps will be created of the plant beds and mulching  
 180 schedule.

181 4. Exhibit 14: Steadfast Environmental  
 182 a. Fountain Maintenance  
 183 i. Option 1: Semi-annual - \$23,840.00/yr  
 184 ii. Option 2: Quarterly - \$47,600.00/yr  
 185 iii. Option 3: Add Monthly visual Inspections - \$3,600.00/yr  
 186 This item was tabled and staff were directed to obtain additional  
 187 quotes. Mr. Helmstetter stated that water depth is measured each  
 188 quarter. Fountains are shut off when water level is too low. He  
 189 will report to Ms. Dobson within the week of any previous times  
 190 that the fountains have been turned off due to low water level.  
 191 b. 2023 Wetland Mitigation Quarterly Treatments (\$3,770/Event) Plus Semi-  
 192 Annual Monitoring (\$3,800/Event) - \$22,680/year  
 193 Ms. Sandy explained that the CDD holds the permit and is responsible for  
 194 the maintenance and work performed in conservation areas, whether it is  
 195 done by the CDD or by a resident. Allowing residents to work in wetland  
 196 areas, if allowed under the permit, would require a license agreement  
 197 between the District and resident. Ms. Dobson added that agreement

198 would entail the resident either hiring the CDD’s vendor of choice or  
199 selecting an approved vendor who will abide by the permit guidelines and  
200 work under Steadfast. A field inspection would have to take place after  
201 each remediation event. Heavy machinery and equipment is not permitted  
202 in the conservation areas. The agreement may come with an application  
203 fee that would be used for the assessment by Steadfast. The CDD owns  
204 the wetlands but they are governed by SWFWMD and there are  
205 obligations to that permit.

206 Ms. Dobson will invite Steadfast to the budget meeting to discuss wetland  
207 mitigation requirements and recommendations.

208 On a MOTION by Mr. Haller, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the Board approved  
209 Steadfast completing semi-annual monitoring of the wetland in the amount of \$7,600/yr for The Preserve  
210 at South Branch Community Development District.

211 c. Pond 4 and Pond 8 Erosion Repair - \$12,194.00  
212 Ms. Dobson discussed the variables affecting pond erosion. This item was  
213 tabled.

214 d. Cattail Removal Along the East Side of South Branch Blvd. - \$1,500.00  
215 This item was tabled.

216 5. Update on proposals for lights at Living Coral mail kiosk  
217 *This item was presented out of order.*  
218 A proposal for solar lighting has been requested. With the new type of collectors  
219 and a battery with a time will be the most cost effective in the long run.

220 C. Exhibit 15: Discussion on Authorizing Staff to Proceed With Soliciting District Attorney  
221 Legal Services Proposals

222 On a MOTION by Mr. Haller, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the Board  
223 authorized staff to proceed with soliciting District Attorney legal services proposals for The Preserve at  
224 South Branch Community Development District.

225 D. Exhibit 16: Review of Landscape and Irrigation Maintenance Bid and Scope and  
226 Authorization of Staff to Proceed With Request For Proposals  
227 The evaluation criteria would need to be approved prior to proceeding. This item was  
228 tabled.

229 E. Discussion on Soliciting Maintenance Proposals  
230 Board consensus was to discuss any concerns with individual vendors.

231 F. Exhibit 17: Discussion on Parking and Traffic Enforcement Policy  
232 A traffic enforcement policy with Pasco County Sheriff’s Office would need to be in place.  
233 Policies and rules would need to be adopted subject to a public hearing. A towing company  
234 would be contracted to enforce the towing policy and signage would be required.

235 Supervisors were amenable to an agreement with Pasco Sheriff’s office for monitoring the  
236 community for parking violations and discussing a cost-share agreement with the HOA.

- 237 Staff were directed to obtain the appropriate agreement from Pasco Sheriff's office for the  
238 Board's consideration.
- 239 G. Exhibit 18: Discussion on Budget Workshop and FY 2023 Budget Review  
240 A budget workshop will be scheduled for Wednesday, April 5, 2023.
- 241 H. Discussion of Newsletter Publication  
242 Ms. Dobson provided examples of items that could be included in a CDD newsletter and  
243 noted options for providing the newsletter free of cost to the CDD.

244 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board approved  
245 moving forward with a newsletter for The Preserve at South Branch Community Development District.

246 **EIGHTH ORDER OF BUSINESS Audience Comments – New Business/Non-Agenda Items** *(Limited*  
247 *to 3 minutes per individual for non-agenda items)*

- 248 Mr. Howard expressed interest in the HOA collaborating with the CDD to provide residents with  
249 community information.
- 250 Mr. Carr introduced Office Pride which has provided cleaning for the HOA since 2019 and has  
251 provided porter services and dog waste station maintenance for the CDD since 2020. They are  
252 reviewing their scope of work to see where they can provide additional services for the community.  
253 Trash cans were emptied once a week, that has stepped up to two or three times a week. He has  
254 noticed a need throughout the community for additional pet waste stations outside of the dog park.

255 **NINTH ORDER OF BUSINESS – Supervisors Requests** *(Includes Next Meeting Agenda Item Requests)*

- 256 Ms. Whelihan requested proposals for website hosting and a review of the existing contract  
257 Mr. Haller requested a proposal for installing a bike rack by the basketball court. He also requested  
258 a call-in number for the meeting be made available to residents.

259 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check**

- 260 *Confirmation of Quorum for Next Meeting Scheduled for 9:00 a.m. on March 7, 2023, at the*  
261 *Residence Inn by Marriott Tampa Suncoast Parkway (NorthPointe Village, 2101 Northpoint*  
262 *Parkway, Lutz, Florida 33558)*
- 263 All supervisors confirmed their intent to be physically present at the next meeting, which would  
264 establish a quorum.

265 **ELEVENTH ORDER OF BUSINESS – Adjournment**

266 On a MOTION by Ms. Whelihan SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board  
267 adjourned the meeting at 11:34 a.m. for The Preserve at South Branch Community Development District.

- 268 *\*Each person who decides to appeal any decision made by the Board with respect to any matter considered*  
269 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*  
270 *including the testimony and evidence upon which such appeal is to be based.*

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271 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
272 meeting held on 3-7-2023.

273

274

*Tish Dobson*

Signature

Tish Dobson

Printed Name

275 Title:  Secretary     Assistant Secretary

*Jennifer Whelihan*

Signature

*Jennifer Whelihan*

Printed Name

275 Title:  Chairman     Vice Chairman