

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  
5 Community Development District was held on Tuesday, May 2, 2023 at 9:00 a.m. at Residence  
6 Inn by Marriott Tampa Suncoast Parkway, NorthPointe Village, 2101 Northpoint Parkway, Lutz,  
7 Florida 33558.

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

9 Ms. Dobson called the meeting to order and conducted roll call.

10 Present and constituting a quorum were:

11 Jennifer Whelihan (S2)	Board Supervisor, Chair
12 Jeffrey Haller (S4)	Board Supervisor, Vice Chair
13 Anthony Snyder (S1)	Board Supervisor, Assistant Secretary
14 Steve Lopez (S3)	Board Supervisor, Assistant Secretary
15 Jules Abercrombie (S5)	Board Supervisor, Assistant Secretary

16 Also present were:

17 Tish Dobson	District Manager, Vesta District Services
18 Sarah Sandy ( <i>via phone</i> )	District Counsel, Kutak Rock
19 Joe Hamilton	Co-Owner, Steadfast Environmental
20 Richard Seaman	Account Manager, Cepra
21 David Silverstein	Resident
22 Jerry Adams	Resident
23 JB Wright ( <i>via phone</i> )	Resident
24 Stacy Meyers	Resident

25 *The following is a summary of the discussions and actions taken at the May 2, 2023 Preserve at*  
26 *South Branch CDD Board of Supervisors Regular Meeting.*

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

29 Mr. Silverstein expressed concern about the drainage issue on his property and requested  
30 contact information for the District Engineer to discuss the maps previously provided. Mr.  
31 Silverstein stated he would pay any professional fees involved. Ms. Sandy raised the  
32 possibility of a conflict of interest that may need to be addressed if the District’s Engineer  
33 is engaged by a resident.

34 Mr. Wright asked what the process is to allow FWC to come on property to remove  
35 nuisance alligators. Ms. Dobson stated when FWC is called they will provide a reference  
36 number, that number should be forwarded to the District Manager who will then give  
37 permission for the trapper to come onto CDD property.

38 Ms. Myers asked the Mr. Silverstein to email the HOA management team to look into his  
39 concern.

40 **THIRD ORDER OF BUSINESS – Consent Agenda**

- 41 A. Exhibit 1: Consideration and Approval of the Minutes of the Regular Meeting Held
- 42 April 4, 2023
- 43 B. Exhibit 2: Consideration and Approval of the Minutes of the Budget Workshop
- 44 Held April 5, 2023
- 45 C. Exhibit 3: Consideration and Acceptance of the March 2023 Unaudited Financial
- 46 Report

47 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board  
 48 approved Consent Agenda items A, B and C, for The Preserve at South Branch Community  
 49 Development District.

50 **FOURTH ORDER OF BUSINESS – Chair Report – Jennifer Whelihan**

51 Ms. Whelihan requested Supervisors submit their bios to Tish by the end of the following  
 52 week. The DR Horton transition meeting was scheduled for the afternoon of May 2nd.  
 53 The HOA items on the transition report had been finalized and DR Horton was working  
 54 directly with the HOA on those. There has been an increase in issues with the stormwater  
 55 drains due to grass clippings being left in the street. A Pasco County flyer was posted on  
 56 the CDD website regarding ways to protect the waterways and prevent pollution. This  
 57 flyer was shared with the HOA to distribute to residents. Pasco County can levy fines  
 58 against residents who leave grass clippings in the road.

59 Mr. Abercrombie added that vendors are also blowing clippings into the road. Ms. Dobson  
 60 asked to be informed when this is observed so she can follow up with the vendors.

61 **FIFTH ORDER OF BUSINESS – Staff Reports**

- 62 A. District Counsel – *Sarah Sandy, Kutak Rock*

63 Ms. Sandy had nothing to report.

- 64 B. District Engineer – *Stephen Brletic, BDI*

65 There being none, the next item followed.

- 66 C. District Manger – *Tish Dobson, Vesta District Services*

- 67 1. Exhibit 4: Field Operations Report

68 It was noted that the new garbage can on South Branch Blvd. was being  
 69 used. Romaner Graphics is waiting on a second proposal for the LED light  
 70 and anticipates a proposal for the light will be ready for the Board to  
 71 consider at the next meeting.

- 72 a. Exhibit 5: Discussion on Reimbursement Request (*Joy – 15354*
- 73 *Sweet Springs Bend*)

74 The Board reviewed the exhibits and discussed the request. It was  
 75 noted that the CDD does not irrigate the common area behind the

76 resident’s property while the weeds on his property thrive in moist  
 77 ground, indicating the predominant factor for the weeds is likely the  
 78 resident’s irrigation. Ms. Sandy added that under Florida law,  
 79 residents have the right and obligation to maintain their own  
 80 property up to their property line, despite the vegetation on the other  
 81 side of the property line.

82 On a MOTION by Mr. Haller, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board  
 83 denied the request for reimbursement of expenses related to weed control at 15354 Sweet Springs  
 84 Bend, for The Preserve at South Branch Community Development District.

85 1. Exhibit 6: Landscape Report – *Richard Seaman, Cepra*

86 Mr. Seaman noted the crew is cautiously mowing each week, being mindful  
 87 of the drought. They are working on the annuals at the island tips, but there  
 88 has been delays in installation due to lack of rain. Sod is being treated for  
 89 cinch bugs along South Branch Blvd, this seems to be a recurring issue for  
 90 certain areas. There are some areas of turf that may need to be replaced if  
 91 they don’t come back. Sod is ready for the corner on South Branch and  
 92 Storybrook entrance but the irrigation is under review to ensure proper  
 93 coverage. With water levels down at the ponds, the crews are going through  
 94 and addressing the vegetation that normally would not be accessible due to  
 95 fences being installed at the water’s edge.

96 a. Discussion on 3-Year Enhancement Plan

97 Mr. Seaman had discussed the enhancement plan with Ms. Dobson  
 98 and Ms. Whelihan and requested any additional feedback from the  
 99 board regarding the proposed plan to be incorporated in a revision.  
 100 The proposal incorporates plant replacement in phases and focuses  
 101 on using plant material that will thrive in the Florida climate and the  
 102 community’s soil conditions to bring continuity throughout the  
 103 District. Ms. Dobson requested that if the Board had any additional  
 104 comments later in the week, they could email them to her and she  
 105 would forward to Mr. Seaman.

106 b. Review of Storybrook/South Branch Blvd. Landscape

107 This project was completed and Mr. Seaman will be checking the  
 108 irrigation after the meeting.

109 2. Exhibit 7: Aquatic Report – *Joe Hamilton, Steadfast Environmental*

110 Mr. Hamilton discussed the bi-weekly program for algaecide and herbicide  
 111 treatments along with the quarterly wetland maintenance and semi-annual  
 112 monitoring according to the SWFWMD permit. Erosion is generally seen  
 113 around outflow structures, and they work with field management to address  
 114 those issues when they arise. Mr. Hamilton will direct his crew to address  
 115 the weeds growing between the rocks and will provide proposals for rock

116 replacement and possible erosion repairs at the ponds discussed by  
117 Supervisors and staff.

118 a. Discussion on Pond Plantings and Enhancement Plan

119 Mr. Hamilton briefed the Board on beneficial pond plants. He  
120 advised while the best erosion control comes with shoreline planting  
121 all the way around, cluster planting does inhibit erosion and will cut  
122 down on the nutrient influx, it also helps ease residents' nervousness  
123 about unseen wildlife. Spraying will not affect plantings as licensed  
124 technicians are trained to know the difference between invasive and  
125 beneficial vegetation and they use selective herbicides which target  
126 monocots rather than dicots.

127 Mr. Hamilton also covered the actions taken to comply with the SWFWMD  
128 permit. Steadfast is contracted to provide quarterly treatments and semi-  
129 annual monitoring, addressing cattails and torpedo grass. Mr. Hamilton will  
130 provide a copy of photos of the areas treated, their map and upcoming  
131 schedule. Prescribed burns do not appear to have been done previously and  
132 would need to be coordinated with DEP. Steadfast does not provide that  
133 service and it may require an approved vendor and specific liability  
134 coverage. Steadfast could provide photos of the underbrush for a review by  
135 SWFWMD or DEP for a determination on if/when that may be needed.

136 3. Exhibit 8: Fountain Report – *Florida Fountains*

137 Ms. Dobson will secure the keys for the fountains and schedule separate  
138 meetings for Mr. Snyder and Mr. Abercrombie, once Blue Water Aquatics  
139 takes over the contract, to provide basic instructions for the two Supervisors.  
140 Ms. Dobson suggested the breaker box for the Weathered Windmill  
141 fountain may require an electrician, but Blue Water Aquatics will make an  
142 initial assessment.

143 **SIXTH ORDER OF BUSINESS – Business Items**

144 A. Exhibit 9: Consideration and Adoption of Resolution 2023-11, Setting a Public  
145 Hearing on Natural Area Maintenance Policy (July 11, 2023)

146 This policy will allow residents the opportunity to partner with the CDD to remove  
147 invasive vegetation. It is very select and monitored closely. The individuals  
148 performing the work would be paid directly by residents, but both residents and  
149 approved vendors would be answerable to the CDD.

150 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
151 the Board adopted Resolution 2023-11, Setting a Public Hearing on Natural Area Maintenance  
152 Policy for July 11, 2023, for The Preserve at South Branch Community Development District.

153 B. Exhibit 10: Discussion of Frontier Fiber Optic Project Request

154 Frontier Florida LLC requested an access agreement to enable them to install and  
155 maintain network services within the District. Supervisors were keen to allow the

156 residents the opportunity to select alternate network providers but also expressed  
 157 concerns about the quality of work and care taken by the subcontractor when  
 158 installing the line. Ms. Dobson has previous experience working with the Frontier’s  
 159 subcontractor and they understand her expectations for any work performed in her  
 160 communities. The Board requested Frontier be invited to present at the June  
 161 meeting. This agreement is specific to Frontier running lines along the right-of-  
 162 way under the CDD’s purview, but staff will share information with the HOA to  
 163 assist them in drafting a similar agreement for installations on private property. Ms.  
 164 Sandy will review the agreement and add language to further protect the District.

165 On a MOTION by Mr. Lopez, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board  
 166 approved the Frontier Florida LLC Right of Entry request subject to District Counsel’s review and  
 167 finalization, for The Preserve at South Branch Community Development District.

168 C. Authorization of Staff to Proceed with District Engineering Services RFQ  
 169 Since no responses were received for the previous RFQ, and under the advice of  
 170 Counsel regarding eligibility for future FEMA funding, staff recommended re-  
 171 advertising and going through the RFQ process again.

172 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
 173 the Board authorized staff to proceed with the District Engineering Services Request For  
 174 Qualifications, for The Preserve at South Branch Community Development District.

175 D. Exhibit 11: Consideration and Adoption of Resolution 2023-11, Approving FY  
 176 2024 Proposed Budget, and Setting Public Hearing  
 177 Two budget options were presented to the Board, one would enable the District to  
 178 initiate a Capital Reserve Fund and the other would not. The Board accepted the  
 179 proposed budget that included an allocation for a Capital Reserve Fund (CRF). The  
 180 Public hearing was set for July 11, 2023.

181 On a MOTION by Mr. Haller, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the  
 182 Board adopted Resolution 2023-11, Approving the FY 2024 proposed budget with the inclusion  
 183 of funding for the Capital Reserves Fund and setting the public hearing for July 11, 2023, for The  
 184 Preserve at South Branch Community Development District.

185 E. Consideration and Approval of June Meeting Date and Time Change to June 13,  
 186 2023, at 9:00 a.m.

187 On a MOTION by Mr. Snyder, SECONDED by Mr. Lopez, WITH ALL IN FAVOR, the Board  
 188 approved changing the June meeting date and time to June 13, 2023 and 9:00 a.m., for The Preserve  
 189 at South Branch Community Development District.

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

192 Comments were heard regarding missing signage and repair of holes in the dog park sod.  
 193 A proposal could be requested of Cepra for the dog park repairs and an email on signage  
 194 will be forwarded to Ms. Dobson. Regarding access to the dog park, a maglock could be

195 added, allowing residents and anyone who purchases a pass to use it. In response to a  
 196 question regarding the barriers at the end of South Branch Blvd., responsibility would  
 197 depend on ownership of the property they are placed on. Ms. Dobson will look into  
 198 ownership and options for temporary barriers. In response to a question regarding full  
 199 agenda packets with the inclusion of exhibits, it was clarified that they are available upon  
 200 request either from the District Manager or as noted at the top of the agenda.

201 **EIGHTH ORDER OF BUSINESS – Supervisors Requests** (*Includes Next Meeting Agenda*  
 202 *Item Requests*)

203 Ms. Whelihan requested Ms. Dobson contact the HOA Board President to ask the HOA  
 204 board if they will share their email database and circulate the CDD agendas. Discussion  
 205 followed regarding emails becoming public record and options on providing one online  
 206 location for residents to go to for both HOA and CDD venues. Ms. Whelihan requested  
 207 no smoking signs in the parks near the playground equipment and/or picnic areas, and  
 208 consideration of naming the park at Balboa Mist. She would also like staff to explore the  
 209 cost of an maglock for the dog park.

210 Mr. Haller noted that one of the no trespassing signs had not gone up at Pink Peacock and  
 211 on South Branch Blvd. Ms. Dobson will check on that and follow up with Romaner  
 212 Graphics.

213 **NINTH ORDER OF BUSINESS – Action Items Summary** (*To Be Emailed to Supervisors and*  
 214 *Staff*)

215 The following action items were distributed to Supervisors and staff:

216 **Tish:**

- 217 • Provide Stephen with David Silverstein’s contact information: **Completed.**
- 218 • Call in alligator reference number to FWC: **Completed.**
- 219 • Secure fountain keys from Florida Fountains: **Emailed request x2.**
- 220 • Schedule meeting with Blue Water Aquatics Anthony Snyder & Jules  
 221 Abercrombie: **In progress.**
- 222 • Contact Rob to ask the HOA board to share the email database with the CDD:  
 223 **Emailed.**
- 224 • DM to email the CDD meeting agendas to Tracy for circulation.

225 **Stephen – BDI:**

- 226 • Contact David Silverstein regarding the maps.

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

228 *Confirmation of Quorum for Next Meeting Scheduled for 9:00 a.m. on June 13, 2023, at the*  
 229 *Residence Inn by Marriott Tampa Suncoast Parkway (NorthPointe Village, 2101 Northpoint*  
 230 *Parkway, Lutz, Florida 33558)*

231 All Supervisors present confirmed their intent to be physically present at the next meeting,  
 232 which would establish a quorum.

233 **ELEVENTH ORDER OF BUSINESS – Adjournment**

234 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board  
235 adjourned the meeting at 11:32 a.m., for The Preserve at South Branch Community Development  
236 District.

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

240 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
241 **noticed meeting held on June 13, 2023.**

242  
243 *Tish Dobson*  
\_\_\_\_\_

**Signature**

Tish Dobson  
\_\_\_\_\_

**Printed Name**

*Jennifer Whelihan*  
\_\_\_\_\_

**Signature**

Jennifer Whelihan  
\_\_\_\_\_

**Printed Name**

244 **Title:**  **Secretary**     **Assistant Secretary**

**Title:**  **Chair**         **Vice Chair**