

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, June 13, 2023 at 9:01 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 Stephen Brletic (<i>via phone</i>)	District Engineer, BDI
20 Richard Seaman	Account Manager, Cepra
21 Rob Ferrante	Branch Manager, Cepra
22 Lee Smith (<i>via phone</i>)	Account Manager, Steadfast Environmental
23 David Silverstein	Resident
24 Jerry Adams	Resident
25 Stacy Myers (<i>via phone</i>)	Resident

26 *The following is a summary of the discussions and actions taken at the June 13, 2023 Preserve at*
27 *South Branch CDD Board of Supervisors Regular Meeting.*

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

30 Comments were heard on the distribution of the full agenda packet, homesite elevation and
31 the Frontier project.

32 **THIRD ORDER OF BUSINESS – Exhibit 1: District Engineer Services Presentations**

33 A. Ranking of Proposals for District Engineering Services and Authorization to Issue
34 Notice of Intent to Award and Enter Negotiations with Number One Ranked Firm

35 1. BDI

36 2. Lighthouse Engineering

37 Supervisors reviewed and ranked the RFP responses. BDI was ranked
38 first and Lighthouse Engineering was ranked second.

39 On a MOTION by Mr. Haller, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the
40 Board approved the rankings and authorized the issuance of a notice of intent to award and enter
41 negotiations with the #1 ranked firm, BDI.

42 **FOURTH ORDER OF BUSINESS – Consent Agenda**

- 43 A. Exhibit 2: Consideration and Approval of the Minutes of the Regular Meeting Held
44 May 2, 2023
- 45 B. Exhibit 3: Consideration and Acceptance of the April 2023 Unaudited Financial
46 Report
- 47 C. Exhibit 4: Consideration and Acceptance of Pasco County Supervisor of Elections
48 Voter Count – 1,273

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

52 **FIFTH ORDER OF BUSINESS – Chair Report – Jennifer Whelihan**

53 Ms. Whelihan discussed a hurricane guide, Mailchimp eblasts, CDD collection of email
54 addresses, the June 29th Spring annuals rotation giveaway, an update to the contacts list to
55 include who to call regarding wildlife concerns, the sidewalks/transition list with DR
56 Horton, the use of parks and common areas, a meet and greet and a proposal to plant Saw
57 Palmettos in common areas on South Branch Blvd. to deter foot traffic. Ms. Whelihan also
58 requested bios from the Supervisors so they can be added to the CDD website.

59 **SIXTH ORDER OF BUSINESS – Staff Reports**

- 60 A. District Counsel – *Sarah Sandy, Kutak Rock*
61 There being nothing to report and no questions, the next item followed.
- 62 B. District Engineer – *Stephen Brletic, BDI*
63 Mr. Brletic provided an update on the drainage pipes adjacent to the inlet on
64 Tuscany.

65 On a MOTION by Mr. Snyder, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board
66 authorized BDI to secure repair proposals and proceed with the repair, for The Preserve at South
67 Branch Community Development District.

68 Ms. Sandy reminded the Board of the lack of warranty conveyance found
69 previously. She will relay the subterranean drainage pipe issue to DR Horton and
70 recommended the Board retain a construction attorney if they wish to pursue a
71 claim and advised there may be a statute of limitations.

- 72 C. District Manger – *Tish Dobson, Vesta District Services*
73 1. Exhibit 5: Field Operations Report
74 This item was addressed out of order, after the Landscape Report.

75 The Board discussed the drinking fountains in the parks which are needing
76 ongoing repairs due to being stuffed with mud and debris.

77 2. Landscape Report – *Richard Seaman, Cepra*

78 The Spring Annuals Rotation giveaway will be scheduled for June 29, 2023.

79 The Board discussed the Palm Tree trimming. Cepra will fertilize in late
80 June and trim the Living Coral hedge back from the mailboxes. The Board
81 discussed trimming the Crepe Myrtles and the reclaimed water line. Staff
82 were directed to watch invoices for an increase in usage/billing.

83 3. Exhibit 6: Aquatic Report – *Lee Smith, Steadfast Environmental*

84 a. Exhibit 7: Consideration of Outflow Structure Erosion Repair
85 Proposal - \$2,250.00

86 The Board tabled this item until the July meeting.

87 4. Florida Commission on Ethics Form 1 Reminder – Send to Supervisor of
88 Elections by July 1

89 Ms. Dobson will forward Form 1 to the Supervisors.

90 5. Update on Frontier Easement Agreement

91 Ms. Dobson provided the Board with an update on the Frontier project.
92 Frontier has suspended all fiber optic projects in this area until further
93 notice.

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

95 A. Discussion on Aquatics Maintenance Vendors

96 1. GHS

97 2. Lake Doctors

98 3. Steadfast – *Current Vendor’s Scope*

99 This item was moved to the August agenda.

100 *(Mr. Snyder left the meeting at 10:33 a.m. Quorum remained in effect and the meeting continued.)*

101 B. Exhibit 8: Consideration of Office Pride Revised Porter Service Agreement

102 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
103 the Board approved the revised Office Pride proposal as presented for porter services, for The
104 Preserve at South Branch Community Development District.

105 C. Discussion of Newsletter

106 For a bi-annual newsletter distribution costs are anticipated at \$500 for 1,000
107 copies and \$500 for mailing.

108 D. Discussion of Storm Drain Cleaning

109 Romaner Graphics will submit a proposal to clean the drains.

110 E. Discussion of Median and Entrance Signage Painting
 111 The Board requested a link be sent to them for submission of work requests to
 112 Pasco County government. Staff will report the asphalt damage on the inbound
 113 turn lane on Hwy 54 to Pasco County for repair.

114 F. Discussion on Authorizing Staff to Draft a Cost-Share Agreement Request for
 115 New Commercial Properties.

116 G. Discussion ensued regarding repairs due to construction and wear and tear.
 117 Staff will email the tract information on the new commercial center will be
 118 emailed to Ms. Sandy, review the current cost-share agreement to determine if the
 119 new center is included and verify the current cost-share allocation invoice has
 120 been submitted for payment.

121 H. Discussion on Supervisor Meet and Greet Events
 122 This item was discussed under the Chair’s report.

123 I. Discussion on CDD Common Area Usage Policy
 124 Common areas will be monitored for increased trash disposal, etc.

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

127 Comments were heard on the park usage encouraged by the HOA. Following a comment
 128 regarding the last home being sold, Ms. Dobson noted she would contact DR Horton
 129 regarding the removal of marketing signage.

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

132 On a MOTION by Mr. Abercrombie, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the
 133 Board approved the change in meeting time for the August 1, 2023 CDD meeting to start at 6:00
 134 p.m., for The Preserve at South Branch Community Development District.

135 Romaner Graphics was asked to provide a proposal for the mailbox kiosk lighting and
 136 pressure washing of the concrete slab.

137 Ms. Dobson was asked to communicate with the HOA Manager on community golf cart
 138 designation/traffic enforcement.

139 Ms. Whelihan requested highlights of the CDD meeting.

140 **TENTH ORDER OF BUSINESS – Action Items Summary** *(To Be Emailed to Supervisors and*
 141 *Staff)*

142 District Manager:

- 143 • Send reminders to the Board to submit Bios for the website.
- 144 • Watch invoices for increase in reclaimed water usage/billing.
- 145 • Send Form 1 to Supervisors.
- 146 • Contact Romaner Graphics submit a proposal to clean the drains.

- 147 • Send link Pasco County Gov. link to Board for submitting work order requests.
- 148 (yellow curbing).
- 149 • Report the asphalt damage to Pasco County for repair. (Inbound turn lane Hwy.
- 150 54).
- 151 • Email tract information to Sarah. (New commercial center.)
- 152 • Review current Cost Share Agreement to determine if the new center is included
- 153 within the existing agreement.
- 154 • Verify current cost share allocation invoice was submitted for payment.
- 155 • Contact DR Horton for removal of the marketing signage.
- 156 • Contact Romaner Graphics for the mailbox kiosk lighting and pressure washing
- 157 of the concrete slab proposals.
- 158 • Communicate with Tracy on community Golf Cart Designation/Traffic
- 159 Enforcement.
- 160 • Send CDD Mtg. Highlights to Jennifer.

161 Board:

- 162 • Send Bios to Tish for the website.

163 Cepra:

- 164 • Trim the Living Coral Hedge back from the mailboxes.

165 District Counsel:

- 166 • Notify DR Horton of the drainpipe repair.

167 July Agenda:

- 168 • Consideration of the Aquatics Services.

169 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check**

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

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

175 **TWELFTH ORDER OF BUSINESS – Adjournment**

176 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
 177 the Board adjourned the meeting at 11:58 a.m., for The Preserve at South Branch Community
 178 Development District.

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

182 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
183 noticed meeting held on July 11, 2023.

184
185

Tish Dobson

Signature
Tish Dobson

Printed Name

Jennifer Whelihan

Signature
Jennifer Whelihan

Printed Name

186 Title: Secretary Assistant Secretary

Title: Chair Vice Chair