

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, August 1, 2023 at 6:00 p.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 David Silverstein (S3) <i>(via phone)</i>	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>	Departing District Counsel, Kutak Rock
19 Lindsay Moczynski	Succeeding District Counsel, DSK Law
20 Stephen Brletic	District Engineer, BDI
21 Richard Seaman	Account Manager, Cepra
22 Chris Thompson	Account Manager, Blue Water Aquatics
23 Rob Howard	
24 Patty Howard	
25 Jackie Howard	
26 Hillary Henry	
27 Chris __	
28 TJ Handrick	
29 Daniel Durbin	
30 Jerry Adams	

31 *The following is a summary of the actions taken at the August 1, 2023 Preserve at South Branch*  
32 *CDD Board of Supervisors Regular Meeting.*

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

35 A comment was heard regarding signage.

36 **THIRD ORDER OF BUSINESS – Vendor Reports**

37 A. Aquatic Report – *Lee Smith, Steadfast Environmental*

38 There being no report and no representative, the next item followed after Ms.  
39 Dobson noted she would contact Steadfast regarding the approved proposal to  
40 install rock.

- 41           B.     Exhibit 1: Fountain Report – *Chris Thompson, Blue Water Aquatics*
- 42                 1.     Consideration of Proposal to Repair Fountains 3 and 10 - \$8,332.42
- 43                     Mr. Thompson discussed the proposal for the fountain pump head, motor  
44                     and control box replacements. Current pumps are well pumps which are  
45                     designed to operate in a vertical manner. Current pumps are oriented  
46                     horizontally; this puts uneven pressure on the bearings and decreases the  
47                     motor lifespan. Well pumps usually operate intermittently during the day  
48                     rather than continuously, the continuous use as a fountain pump decreases  
49                     the lifespan of the motors. Four to five years is the anticipated life  
50                     expectancy of the fountain motors. The pump head has bearings in it also,  
51                     so the manufacturer recommends replacing all three components as a  
52                     package.
- 53                     A couple of capacitors and breakers were replaced and fountain 4 is  
54                     currently down.
- 55                     Ms. Dobson advised that the current budget does not offer the board the  
56                     discretion to complete the repairs on fountains 3 and 10 at this time.
- 57                     A proposal was also presented for the repair of fountain 4. Discussion on  
58                     the fountain proposals was postponed until the September meeting. Mr.  
59                     Thompson agreed to hold the pricing for the repairs to fountains 3, 4 and 10  
60                     through October 1.
- 61                     Mr. Thompson reviewed the spreadsheet of the electrical use of the pond  
62                     fountains, based on a 15 cents average. The electricity cost for the fountains  
63                     running 9 a.m. to 10 p.m. is expected to be approximately \$40,000 using the  
64                     manufacturer’s kilowatt use per hour and the 15 cent average cost per  
65                     kilowatt. It was noted that the kilowatt rate is based on the specs for a new  
66                     motor, as motors age they will pull more.
- 67                     The existing motor and pump were deemed of good quality by Mr.  
68                     Thompson – on a scale of 1-10, he rated them at 7.5 – 8. The maintenance  
69                     side is not just about what is in the water. The electrical components play  
70                     a factor. Fountains will also go down for breakers, electrical issues with  
71                     storms. If breakers aren’t tripping properly or capacitors are not buffering  
72                     and regulating the voltage those contribute to premature failure of motors  
73                     and decreased life expectancy.
- 74                     A review of the fountains has been completed with Mr. Abercrombie and  
75                     Mr. Thompson will schedule a meeting with Mr. Snyder next.
- 76           C.     Exhibit 6: Landscape Report – *Richard Seaman, Cepra*
- 77                     Supervisors discussed the mowing schedule: Ponds are mowed twenty-eight times  
78                     per year and common areas receive two mows per month from October to  
79                     December. If the current mowing schedule is maintained then by the time October  
80                     started there would only be one cut on the ponds. They will be cut bi-weekly so  
81                     they can have two cuts in October, November and December. Insect treatments on

82 hedges and ornamental grass are scheduled and after that turf will be addressed.  
 83 Mr. Seaman noted soil erosion starting behind the townhomes on Suncoast and  
 84 provided an update on the annuals and palm trimming completed last month.

- 85 1. Consideration of the Revised Saw Palmetto Proposal for the West Side of
- 86 South Branch – *to be Distributed*

87 Discussion on the Saw Palmetto proposal for \$1,569.25 will be tabled until  
 88 funding under the new fiscal year becomes available.

89 **FOURTH ORDER OF BUSINESS – FY 2023-2024 Budget Adoption**

90 **A. FY 2023-2024 Budget Public Hearing**

- 91 1. Open Public Hearing

92 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board  
 93 approved opening the Budget Public Hearing, for The Preserve at South Branch Community  
 94 Development District.

- 95 2. Exhibit 2: Presentation of FY 2023-2024 Budget

- 96 3. Public Comments

97 A comment was heard regarding the shallow depression in the grassy area  
 98 beyond the sidewalk by 16189 Glowing Grove Avenue. Staff will assess  
 99 the area.

- 100 4. Close Public Hearing

101 On a MOTION by Mr. Haller, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board  
 102 approved closing the Budget Public Hearing, for The Preserve at South Branch Community  
 103 Development District.

104 **B. Exhibit 3: Consideration and Adoption of Resolution 2023-16, Adopting FY 2023-**  
 105 **2024 Budget**

106 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
 107 the Board adopted Resolution 2023-16, Adopting FY 2023-2024 Budget, for The Preserve at South  
 108 Branch Community Development District.

109 **C. FY 2023-2024 Assessment Public Hearing**

- 110 1. Open Public Hearing

111 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board  
 112 approved opening the Assessment Public Hearing, for The Preserve at South Branch Community  
 113 Development District.

- 114 2. Exhibit 4: Presentation of FY 2023-2024 Assessment Analysis

- 115 3. Public Comments

116 There being none, the next item followed.

117 4. Close Public Hearing

118 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
119 the Board approved closing the Assessment Public Hearing, for The Preserve at South Branch  
120 Community Development District.

121 D. Exhibit 5: Consideration and Adoption of Resolution 2023-17, Providing for the  
122 Collection and Enforcement of Special Assessments for FY 2023-2024

123 On a MOTION by Mr. Haller, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board  
124 adopted Resolution 2023-17, Providing for the Collection and Enforcement of Special  
125 Assessments for FY 2023-2024, for The Preserve at South Branch Community Development  
126 District.

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

128 A. Exhibit 6: Consideration and Approval of the Minutes of the Regular Meeting Held  
129 July 11, 2023

130 Line 36 to be revised to reflect “Haller”

131 B. Exhibit 7: Consideration and Acceptance of the June 2023 Unaudited Financial  
132 Report

133 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
134 the Board approved Consent Agenda items A with the included revision to line 36, and B as  
135 presented, for The Preserve at South Branch Community Development District.

136 **SIXTH ORDER OF BUSINESS – Chair Report – Jennifer Whelihan**

137 Ms. Whelihan’s report covered the article on alligators, the hurricane preparedness guide  
138 provided by Mr. Abercrombie (copies are available at the pool/amenity center), the  
139 transition report and sidewalks.

140 A. Discussion on HOA/CDD Workshop Dates

141 This item was discussed out of order after District Manager’s report. The HOA  
142 Board will be invited to provide topics for discussion during the upcoming CDD  
143 meetings. Due to budget constraints, no workshops dates were approved.

144 **SEVENTH ORDER OF BUSINESS – Staff Reports**

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

146 There being no items for discussion and no questions, the next item followed. Ms.  
147 Sandy was thanked for her service to the District.

148 B. District Engineer – *Stephen Brletic, BDI*

149 Mr. Brletic advised of the completion of the underdrain repairs on Tuscan Hillside.  
150 Expense was minimal. Additional drainage concerns are to be added to the  
151 transition list for DR Horton.

152 1. Exhibit 8: Consideration of the Maintenance Map Proposal – *Previously*  
153 *Presented*

154 The map is to be created in one phase. Work on the map to start in the new  
155 fiscal year. Ms. Moczynski will prepare a work authorization for the map  
156 project.

157 On a MOTION by Mr. Snyder, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the Board  
158 approved BDI’s proposal to create a maintenance map for The Preserve at South Branch  
159 Community Development District.

160 C. District Manger – *Tish Dobson, Vesta District Services*

161 1. Exhibit 9: Field Operations Report

162 a. Ms. Dobson reviewed her reports and commented on holiday  
163 lighting and proposals to be presented next month.

164 **EIGHTH ORDER OF BUSINESS – Business Items**

165 A. Exhibit 10: Discussion on Setting the FY 2025 Budget Workshop

166 The proposed budget will be reviewed in March prior to the workshop. Workshop  
167 location will be Residence Inn by Marriott Tampa Suncoast Parkway – the same  
168 location as the regular CDD meetings.

169 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
170 the Board approved scheduling the FY 2025 Budget Workshop for April 9, 2024, at 9:00 a.m., for  
171 The Preserve at South Branch Community Development District.

172 B. Discussion on Setting a Common Area Usage Policy

173 Most CDD common areas are not designed for large gatherings and may have  
174 designations that prohibit recreational use in the same way that the amenity center  
175 was designed to function. Having a common area usage policy defines what is and  
176 is not permitted in those areas. The Board discussed enforcement and liability  
177 issues. Language allowing for partnership with the HOA for events was  
178 recommended.

179 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
180 the Board approved the drafting of a Common Area Usage Policy, for The Preserve at South  
181 Branch Community Development District.

182 *Dr. Silverstein left the meeting at 7:30 p.m.*  
183 *A quorum remained therefore the meeting continued.*

184 A. Exhibit 11: Consideration of Fee Agreement with DSK Law Group

185 On a MOTION by Mr. Snyder, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR, the  
186 Board approved the Fee Agreement with DSK Law Group, for The Preserve at South Branch  
187 Community Development District.

188 B. Exhibit 12: Consideration and Adoption of Resolution 2023-18, Re-Designating  
189 Registered Agent

190 Ms. Dobson will replace Ms. Sandy as the Registered Agent for the District.

191 On a MOTION by Mr. Abercrombie, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the  
192 Board adopted Resolution 2023-18, Re-Designating Registered Agent, for The Preserve at South  
193 Branch Community Development District.

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

196 Comments were heard on the use of parks and common areas, mowing at ponds and the  
197 Townhomes common areas, meeting times, access to any recordings of the meetings and  
198 the rezoning of the parcel behind the Greenwise shopping center.

199 **TENTH ORDER OF BUSINESS – Supervisors Requests** *(Includes Next Meeting Agenda Item*  
200 *Requests)*

201 The Board further discussed potential effects of Pasco County’s consideration of rezoning  
202 a parcel behind the Greenwise shopping center and a meeting with Commissioner Starkey  
203 was requested. Information gathered will be shared with the HOA to provide to residents.  
204 Ms. Moczynski noted that any Pasco County resident can attend County Commissioner  
205 meetings and voice their opinion during the public comments portion of the meeting.  
206 Providing facts and evidence to support a conviction carries more weight for the  
207 Commissioners to consider.

208 On a MOTION by Mr. Snyder, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board  
209 approved Counsel drafting a letter of opposition against any rezoning of the parcel behind the  
210 Greenwise shopping center by Pasco County, for The Preserve at South Branch Community  
211 Development District.

212 A draft of the parking and towing policy was requested for the Board to discuss at the  
213 September meeting.

214 A request was made for the Resolutions to be organized with a table of contents to be  
215 shared with the Board. Ms Dobson will share the District’s current list with Ms.  
216 Moczynski.

217 Proposals for the maintenance and monitoring of the wetland mitigation areas will be added  
218 to the September agenda.

219 **ELEVENTH ORDER OF BUSINESS – Action Items Summary** *(To Be Emailed to Supervisors*  
220 *and Staff)*

221 **District Manager:**

- 222 • Contact Steadfast regarding the approved proposal to install the rock:  
223 *Contacted. Rock is scheduled to be installed the week of August 7<sup>th</sup>.*
- 224 • Assess the 16189 Glowing Gove shallow depression: *Completed. Cepra*  
225 *will add soil and sod.*

- 226 • Set up a meeting with Commissioner Starkey regarding the rezoning of the
- 227 parcel: *In progress.*
- 228 • Request the opposition of the rezoning be added to an upcoming agenda:
- 229 *In progress.*

**District Counsel:**

- 231 • Prepare a Work Authorization for the creation of the Maintenance Map.
- 232 • Draft a letter of opposition to Pasco County regarding the rezoning of the
- 233 parcel.

**September Agenda:**

- 235 • Consideration of Proposal to Repair Fountains 3, 4, and 10.
- 236 • Consideration of the Revised Saw Palmetto Proposal.
- 237 • Parking & Towing Policy
- 238 • Mitigation Area Contract proposals.

**TWELFTH ORDER OF BUSINESS – Next Meeting Quorum Check**

*Confirmation of Quorum for Next Meeting Scheduled for 9:00 a.m. on September 5, 2023, at the Residence Inn by Marriott Tampa Suncoast Parkway (NorthPointe Village, 2101 Northpoint Parkway, Lutz, Florida 33558)*

All Supervisors present (Ms. Whelihan, Mr. Haller, Mr. Snyder, and Mr. Abercrombie) confirmed their intent to be physically present at the next meeting, which would establish a quorum.

**THIRTEENTH ORDER OF BUSINESS – Adjournment**

On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board adjourned the meeting at 7:59 p.m., for The Preserve at South Branch Community Development District.

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

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on September 5, 2023.**

*Tish Dobson*

Signature

Tish Dobson

Printed Name

*Jennifer Whelihan*

Signature

*Jennifer Whelihan*

Printed Name

Title:  Secretary  Assistant Secretary

Title:  Chair  Vice Chair