

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, September 5, 2023 at 9:00 a.m. at  
6 Residence Inn by Marriott Tampa Suncoast Parkway, NorthPointe Village, 2101 Northpoint  
7 Parkway, Lutz, 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)	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 Lindsay Moczynski	District Counsel, DSK Law
19 Stephen Brletic ( <i>via phone</i> )	District Engineer, BDI
20 Chris Thompson	Account Manager, Blue Water Aquatics
21 Will Butler	American Illuminations and Decorations
22 Stacy Myers	
23 Andrea Stephens	
24 TJ Hendrix	
25 Hugo Bobea	
26 Jamie Bogdan	

27 *The following is a summary of the actions taken at the September 5, 2023 Preserve at South Branch*  
28 *CDD Board of Supervisors Regular Meeting.*

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

31 Comments were heard regarding mowing, the front monument, edging, communication,  
32 street signage and no overnight parking.

33 **THIRD ORDER OF BUSINESS – Chair Report – Jennifer Whelihan**

34 Ms. Whelihan discussed the pond fountains, mowing and line trimming at the property  
35 lines, D.R. Horton’s slow response to the transition list of deficiencies, advanced  
36 communication to the community regarding changes, and her request for nature photograph  
37 submissions for the website.

38 Ms. Dobson was directed to secure a key to the lock on the fence between the two ponds  
39 at the end of South Branch Blvd.

40 **FOURTH ORDER OF BUSINESS – Vendor Reports**

41 A. Exhibit 1: Discussion on Pond Erosion

- 42 1. FPC A, and Ponds 4, 9 & 10 – *GHS Environmental*  
43 2. FPC F (Behind Traditional Bluff Townhomes) – *BDI*

44 Excessive runoff from the rooflines of the townhomes were cited as the cause of  
45 the erosion - the buildings lack gutters and downspouts. Remediation will be  
46 explored during the dry season.

47 A proposal from Cepra was requested for a dry-season project to remove mulch  
48 rings and add matting/fabric and sod to stabilize the soil from further erosion.

49 Monitoring will continue at the other ponds where erosion is not threatening private  
50 property.

51 Mr. Burnite, Mr. Brletic and Ms. Dobson were tasked with creating a bullet point  
52 list to submit to the HOA outlining options to assist with redirecting runoff from  
53 the Townhomes to alleviate future pond embankment erosion.

54 *Staff Reports item B. District Engineer Report*  
55 *was presented out of order at this point in the meeting.*

56 District Engineer – *Stephen Brletic, BDI*

57 Mr. Brletic introduced a proposal for sign certification.

58 On a MOTION by Ms. Whelihan, SECONDED by Dr. Silverstein, WITH ALL IN FAVOR, the  
59 Board approved the BDI proposal for signage certification in the amount of \$2,240.00, for The  
60 Preserve at South Branch Community Development District.

61 B. Exhibit 2: Aquatic Report – *Chuck Burnite, GHS Environmental*

62 On a MOTION by Ms. Whelihan, SECONDED by Mr. Synder, WITH ALL IN FAVOR, the Board  
63 approved staff to draft a plan to remove the pond behind Pier 8 from the District’s scope of  
64 maintenance and engage in a Cost Share Agreement with Touch Point to equally share the expense  
65 of maintaining the pond at the entrance into Touch Point, for The Preserve at South Branch  
66 Community Development District.

67 C. Exhibit 3: Fountain – Chris Thompson, Blue Water Aquatics

- 68 1. Discussion on Fountain Hours

69 The Board discussed factors that shorten the lifespan of the fountains: heat,  
70 maintenance, high water temperatures, shortening hours of operation during  
71 the hottest time of the day, the horizontal installation of all 7.5 hp motors  
72 and some of the 5 hp motors. It was noted that fountains 1, 2, and 3 are 4-  
73 4.5 years old; fountains 5, 6, and 7 are 3 years old; fountains 9, 10, 11, 12,  
74 and 13 are 2.5 years old. The life expectancy of the motors is 4 years.

75 Blue Water Aquatics will relocate the fountains back to the water so they’re  
76 not sitting on the shoreline.

77 2. Consideration of Proposals

78 a. Fountains 3 & 10 Repairs - \$8,332.42

79 This item was tabled until October.

80 On a MOTION by Ms. Whelihan, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the Board  
81 approved moving the Touch Point fountain to replace fountain 4, for The Preserve at South Branch  
82 Community Development District.

83 On a MOTION by Mr. Haller, SECONDED by Dr. Silverstein, WITH ALL IN FAVOR, the Board  
84 approved removing fountain 1, for The Preserve at South Branch Community Development  
85 District.

86 On a MOTION by Mr. Haller, SECONDED by Dr. Silverstein, WITH ALL IN FAVOR, the Board  
87 approved securing a proposal to remove fountain 1, for The Preserve at South Branch Community  
88 Development District.

89 On a MOTION by Mr. Haller, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the Board  
90 approved Blue Water Aquatics and Cepra creating a solution for shading the fountains' electrical  
91 equipment, for The Preserve at South Branch Community Development District.

92 On a MOTION by Ms. Whelihan, SECONDED by Dr. Silverstein, WITH ALL IN FAVOR, the  
93 Board approved shortening the operation hours to 12 (8:00 a.m. – 8:00 p.m.), for The Preserve at  
94 South Branch Community Development District.

95 The Board will further discuss the fountain operation during the hottest season.

96 Blue Water Aquatics will draft a fountain life cycle replacement plan for the 13  
97 fountains.

98 Blue Water Aquatics and Cepra to collaborate on adjusting irrigation away from  
99 the fountain equipment.

100 b. Fountain 4 Repair - \$2,810.53

101 This item was tabled as the Board had approved replacing Fountain  
102 #4 with Fountain #2 earlier in the meeting.

103 D. Landscape Report – *Richard Seaman, Cepra*

104 The Board requested Cepra provide additional soil and sod at Glowing Grove and  
105 South Branch.

106 Mr. Haller shared a positive email with the Board thanking them for addressing a  
107 concern.

108 1. Exhibit 4: Consideration of Revised Proposal to Add Saw Palmetto on West  
109 Side of South Branch - \$1,569.25

110 On a Motion by Mr. Haller, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the Board  
111 approved Cepra’s revised proposal as presented, to add Saw Palmetto on the west side of South  
112 Branch Blvd in the amount of \$1,569.25, for The Preserve at South Branch Community  
113 Development District.

114 *Business Item B. Exhibit 9: Consideration of Holiday Lighting Proposals*  
115 *was discussed out of order at this point in the meeting.*

116 Exhibit 9: Consideration of Holiday Lighting Proposals

- 117 1. American Illuminations & Décor - \$4,250.00 - \$6,500.00

118 Mr. Butler presented the American Illuminations & Decor proposal.

119 The Board discussed the proposals and the \$5,000 budget.

- 120 2. Festive Lighting Pros - \$7,929.00 - \$11,629.00

- 121 3. Illuminations Holiday Lighting (2022 Vendor) – \$2,000.00 - \$9,825.00

122 The Board selected the Illuminations Holiday Lighting proposal – the  
123 \$2,000.00 and \$2,650.00 option, asked for the \$1,425.00 option to be  
124 included in the total of \$5,000.00 and requested a 15% discount if the  
125 District enters into a multi-year agreement.

126 On a MOTION by Dr. Silverstein, SECONDED by Mr. Snyder, WITH ALL IN FAVOR, the  
127 Board approved the Illuminations Holiday Lighting proposal for a not to exceed of \$5,000.00,  
128 selecting three options and requesting a 15% multi-year agreement discount, for The Preserve at  
129 South Branch Community Development District.

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

- 131 A. Exhibit 5: Consideration and Approval of the Minutes of the Regular Meeting Held  
132 August 1, 2023

133 *Mr. Snyder left the meeting at 11:10 a.m.*

134 *A quorum remained present and the meeting to continue.*

- 135 B. Exhibit 6: Consideration and Acceptance of the July 2023 Unaudited Financial  
136 Report

137 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board  
138 approved Consent Agenda - items A and B - as presented, for The Preserve at South Branch  
139 Community Development District.

140 *Mr. Snyder returned to the meeting at 11:12 a.m.*

141 *A recess was taken at 11:13 a.m.*

142 *The meeting resumed at 11:18 a.m.*

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

- 144 A. District Counsel – *Lindsay Moczynski, DSK Law Group*

145 Ms. Moczynski confirmed the CDD owns the emergency access road between the  
 146 two ponds at the end of South Branch Blvd. The adjacent property being re-zoned  
 147 from commercial to multi-family parcels was discussed. Re-zoning is not on the  
 148 current County agenda. A public record request was issued for the supporting  
 149 documents on the proposed multi-family parcel.

150 An ethics presentation was scheduled for October.

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

152 *This item was discussed out of order after Vendor Reports item A. Exhibit 1:*  
 153 *Discussion on Pond Erosion.*

154 C. District Manager – *Tish Dobson, Vesta District Services*

155 1. Exhibit 7: Field Operations Report

156 Ms. Dobson reviewed her reports.

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

158 A. Exhibit 8: Discussion on Wetland Mitigation Maintenance and Monitoring

159 1. Consideration of Wetland Mitigation Maintenance and Monitoring  
 160 Proposals

161 a. Blue Water Aquatic

162 b. GHS Environmental

163 GHS and Blue Water Aquatic will assess the mitigated area and meet with  
 164 Ms. Dobson and SWFWMD. Proposals for wetland mitigation and  
 165 monitoring will be presented at the October meeting.

166 B. Exhibit 9: Consideration of Holiday Lighting Proposals

167 1. American Illuminations & Décor - \$4,250.00 - \$6,500.00

168 2. Festive Lighting Pros - \$7,929.00 - \$11,629.00

169 3. Illuminations Holiday Lighting (2022 Vendor) – \$2,000.00 - \$9,825.00

170 *This item was discussed out of order after Vendor Reports item C.*  
 171 *Landscape Report item 1. Exhibit 4: Consideration of Revised Proposal to*  
 172 *Add Saw Palmetto on West Side of South Branch - \$1,569.25*

173 C. Exhibit 10: Discussion on Overnight Parking and Traffic Enforcement Policy Draft

174 The draft was amended to add Sea Canary parking to the map.

175 On a MOTION by Dr. Silverstein, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the  
 176 Board approved the Parking and Traffic Enforcement Policy draft with amended map, for The  
 177 Preserve at South Branch Community Development District.

178 *Dr. Silverstein left the meeting at 12:03 p.m.*

179 *A quorum remained present and the meeting to continue.*

180 D. Exhibit 11: Discussion on Common Area Usage Policy Draft

181 The draft was amended to move No fishing, swimming, or boating from the Park  
 182 section to the general rule section (4A).

183 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,  
 184 the Board approved the Common Area Usage Policy draft, for The Preserve at South Branch  
 185 Community Development District.

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

188 Comments were heard on the fountain hours and restrictions on parking.

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

191 Mr. Haller asked staff to check the location of the mailbox kiosk sensor, an additional  
 192 sensor may be needed in the front and have Cepra check the irrigation as the area under the  
 193 mailboxes is flooding.

194 Ms. Whelihan requested Cepra be contacted for the date of the fall annuals rotation  
 195 installation and the corresponding summer annuals giveaway date. She requested FWC,  
 196 Pasco County Sheriff’s Department and any vendors under contract, including Cepra, be  
 197 invited to share information about their services.

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

200 **District Manager:**

- 201 • Secure the key to the lock on the fence between the two ponds at the end of  
 202 South Branch Blvd: *In progress.*
- 203 • Draft (with District Engineer & GHS) a bullet point list for submittal to the  
 204 HOA of options to assist with directing the runoff to alleviate erosion on all  
 205 the Townhomes that are experiencing erosion on the pond embankments: *In*  
 206 *progress.*
- 207 • Contact the vendor with the request to add option \$1,425.00 at no cost and a  
 208 15% discount if the District enters into a multi-year contract: *In progress.*
- 209 • Check the location of the mailbox kiosk sensor may need to add an additional  
 210 sensor to the front of the kiosk and have Cepra assess the irrigation as it is  
 211 flooding the area under the mailboxes: *In progress.*
- 212 • Contact Cepra for the date of installation of the fall rotation and Giveaway.  
 213 Invite FWC, Pasco County Sheriff’s Dept. and any of the vendors under  
 214 contract to share information about their services, including Cepra: *In*  
 215 *progress.*

216 **District Engineer:**

- 217 • Draft (with District Manger & GHS) a bullet point list for submittal to the  
 218 HOA of options to assist with directing the runoff to alleviate erosion on all

219 the Townhomes that are experiencing erosion on the pond embankments. *In*  
 220 *progress*

221 **District Counsel:**

- 222 • Parking Enforcement Policy draft - Add Sea Canary parking to the map.
- 223 • Common Area Usage Policy draft - Move No Fishing, swimming, or boating
- 224 to move from the Park section to the general rule section (4A).

225 **Blue Water Aquatics:**

- 226 • Draft a fountain life cycle replacement plan. (13 fountains)
- 227 • Meet with Cepra and turn irrigation away from the fountain equipment.
- 228 • Relocate the fountains back to the water, so they are not sitting on the
- 229 shoreline.

230 **Cepra:**

- 231 • Submit a proposal in October for removal of the mulch rings, add
- 232 matting/fabric and sod to stabilize the soil from further pond erosion at the
- 233 Townhomes. (Dry Season Project)
- 234 • Glowing Grove needs additional soil and sod.
- 235 • South Branch depression also needs soil and sod.
- 236 • Assess the irrigation at the Living Coral mailbox kiosk as it is flooding the
- 237 area under the mailboxes: *In progress*.

238 **GHS:**

- 239 • Draft (with District Engineer & District Manager) a bullet point list for
- 240 submittal to the HOA of options to assist with directing the runoff to alleviate
- 241 erosion on all the Townhomes that are experiencing erosion on the pond
- 242 embankments. *In progress*

243 **October Agenda:**

- 244 • Consideration of Proposal to Repair Fountains 3 and 10.
- 245 • Consideration of Proposal to Repair Fountain 4
- 246 • Ethics Presentation
- 247 • Mitigation Area Contract proposals.

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

249 *Confirmation of Quorum for Next Meeting Scheduled for 9:00 a.m. on October 3, 2023, at the*  
 250 *Residence Inn by Marriott Tampa Suncoast Parkway (NorthPointe Village, 2101 Northpoint*  
 251 *Parkway, Lutz, Florida 33558)*

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

