

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, October 3, 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 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	Succeeding District Counsel, DSK Law
19 Stephen Brletic (<i>via Zoom</i>)	District Engineer, BDI
20 Richard Seaman	Account Manager, Cepra
21 Chris Thompson (<i>via Zoom</i>)	Account Manager, Blue Water Aquatics

22 *The following is a summary of the actions taken at the October 3, 2023 Preserve at South Branch*
23 *CDD Board of Supervisors Regular Meeting.*

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

26 There being none the next item followed.

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

28 Ms. Whelihan provided an update on the meeting between Vesta, the HOA President and
29 HOA Management. The HOA has provided email addresses for the eblast communication
30 program. The next flower giveaway is scheduled for October 13. The Board discussed
31 topics of interest to the HOA such as the parking policy and bike racks and the need for a
32 workshop where the HOA could provide input on agenda items.

33 Ms. Moczynski was directed to contact DR Horton regarding the transition list.

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

35 A. Exhibit 1: Aquatic – *Chuck Burnite, GHS Environmental*

36 Ms. Dobson reviewed the aquatics report. A meeting between Ms. Dobson, Mr.
37 Burnite and Mr. Haller will be scheduled.

38 B. Fountain – Decorative – *Chris Thompson, Blue Water Aquatics*

39 1. Exhibit 2: Consideration of Fountains Service Agreement

40 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
41 the Board approved opening the decorative fountain service agreement with Suncoast Pool
42 Service, for The Preserve at South Branch Community Development District.

43 C. Exhibit 3: Fountains – Pond – *Chris Thompson, Bue Water Aquatics*

44 1. Fountain Location Plan and Operation Hours

45 Fountain 2 has been replaced fountain 4 and fountain 4 is in storage. A
46 proposal to move fountain 1 was submitted.

47 Ms. Dobson will contact Touch Point regarding a Cost Share Agreement for
48 fountain 1.

49 The Board discussed preserving established assets.

50 The following were also noted: Fountains 1 and 7 are the only fountains
51 that have 3 HP motors. Fountain 7 needs further assessment to determine
52 why the lights are out. Fountain 1 lights could potentially be used on
53 fountain 7. The metal enclosure to fountain 8 is rusted and replacement of
54 the enclosure was recommended. The light sensor in fountain 6 needs to be
55 replaced. The removal of fountain 1 is on hold.

56 Ms. Moczynski will prepare a cost share agreement.

57 2. Consideration of Fountains 3 and 10 Repair Proposal – *Previously*
58 *Presented*

59 Blue Water Aquatics will assemble a vertical mount.

60 The Board discussed replacing fountain 3 with fountain 9 and restoration
61 options for the erosion in the fountain 9 pond (runoff is eroding the soft soil
62 on the steep pitch of the pond bank).

63 A phased plan for fountain repairs, replacements and relocations was
64 discussed.

65 Mr. Thomspen will submit proposals for aerators, fans, and moorings.

66 Blue Water Aquatics will submit a phased repair proposal for the fountain
67 9 pond erosion repair.

68 On a MOTION by Mr. Snyder, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the Board
69 approved the downsizing of the 7.5 HP motor to a 5 HP vertical mount for an amount not to exceed
70 \$6,000.00, for The Preserve at South Branch Community Development District.

71 3. Consideration of Fountain 4 Repair Proposal – *Previously Presented*

72 This item was struck from the agenda as approval for its replacement with
73 fountain 2 was approved at the last meeting.

74 D. Exhibit 4: Review of Pond Fountain Lifecycle Replacement Plan

75 Mr. Thomson and Ms. Dobson will review Mr. Snyder’s Life Cycle Replacement
76 Plan.

77 E. Landscape – *Richard Seaman, Cepra*

78 Mr. Seamon reported that October 15th begins the bi-weekly mowing schedule.
79 Begonias and white Alyssum were selected for the winter rotation. The irrigation
80 inspection was completed and Clock 2 module repaired. The mailbox kiosk is still
81 holding water.

82 An eblast will be sent with the Fall/Winter landscape schedule.

83 Phased enhancement plan proposals will be presented at the December meeting.

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

85 A. Exhibit 5: Consideration and Approval of the Minutes of the Regular Meeting Held
86 September 5, 2023

87 Line 81 “move fountain 2 to replace fountain 4” The item was not tabled as action
88 on it was completed.

89 B. Exhibit 6: Consideration and Acceptance of the August 2023 Unaudited Financial
90 Report

91 It was noted that the POA had not yet submitted payment, but it was in progress.

92 On a MOTION by Ms. Whelihan, SECONDED by Mr. Haller, WITH ALL IN FAVOR, the Board 93 approved Consent Agenda items A with the included revision to line 81, and B as presented, for 94 The Preserve at South Branch Community Development District.
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95 **SIXTH ORDER OF BUSINESS –Staff Reports**

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

97 Ms. Moczynski informed the Board that zoning to change the commercial parcel to
98 multi-family apartments was approved, but the application was not executed at the
99 owners meeting. She will forward the multi-family parcel document regarding
100 application approval.

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

102 *A recess was called at 11:04 a.m.*
103 *The meeting resumed at 11:10 a.m.*

104 Mr. Brletic advised the sign inspection was completed in September. There are
105 missing signs, leaning signs, and some may need to be removed. Vegetation in the
106 median at the intersection of South Branch Blvd and Good Hearted Lane blocks
107 visibility of pedestrians. A lit pedestrian crossing sign was discussed.

108 Mr. Brletic stated the first draft of the ownership map will be available for the
109 November meeting.

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

111 1. Exhibit 7: Field Operations Report

112 Ms. Dobson notified the Board that the front monument is scheduled for
113 repainting and that this project should be scheduled every few years.

114 Ms. Dobson will contact the access control companies to ensure the
115 proposals are submitted for the November agenda.

116 The Board discussed bike racks and holiday lighting.

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

118 A. Exhibit 8: Consideration and Adoption of Resolution 2024-01, Setting Public
119 Hearing for Parking and Towing Enforcement Policy

120 The policies will be posted on the website. A link to the policies will be include in
121 the CDD highlights article.

122 On a MOTION by Dr. Silverstein, SECONDED by Ms. Whelihan, WITH ALL IN FAVOR, the
123 Board adopted **Resolution 2024-01, Setting the Public Hearing for the Parking ad Towing**
124 **Policy** for 9 a.m. on November 7, for The Preserve at South Branch Community Development
125 District.

126 B. Exhibit 9: Consideration and Adoption of Resolution 2024-02, Setting Public
127 Hearing for Common Area Usage Policy

128 On a MOTION by Mr. Snyder, SECONDED by Dr. Silverstein, WITH ALL IN FAVOR, the
129 Board adopted **Resolution 2024-02, Setting the Public Hearing for the Common Area Usage**
130 **Policy** for 9 a.m. on November 7, for The Preserve at South Branch Community Development
131 District.

132 C. Exhibit 10: Consideration of Wetland Mitigation Maintenance and Monitoring
133 Proposals

134 1. Blue Water Aquatic

135 2. GHS Environmental

136 The proposals were not available for review at the meeting. This item was
137 postponed until the November meeting.

138 D. Exhibit 11: Consideration of Dog Park and Basketball Court Access Proposals

139 1. DCSI – Basketball Court Access – *Previously Presented*

140 This item was postponed until the November meeting.

141 **EIGHTH ORDER OF BUSINESS Audience Comments – New Business/Non-Agenda Items**

142 Ms. Moczynski summarized the ethics requirements. The Financial Disclosure forms were
143 discussed and will be forwarded to the Board when available from the State.

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

146 There being none, the next item followed.

147 **TENTH ORDER OF BUSINESS – Supervisors Requests** *(Includes Next Meeting Agenda Item*
 148 *Requests)*

149 Ms. Whelihan requested a discussion on the apartments and Touch Point ponds and
 150 fountains, Mr. Haller requested a discussion on speeding, a speed trailer, and speed bumps.
 151 Mr. Snyder voiced his appreciation of Romaner Graphics for replacing the stop sign and
 152 the towing company for their efficiency.

153 *Dr. Silverstein left the meeting at 12:35 p.m. Quorum remained; the meeting continued.*

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

156 **District Manager:**

- 157 • Meet with Jeff & GHS when we are both on property regarding the mitigated area
 158 behind Living Coral: *Contacted GHS.*
- 159 • Contact Touch Point and Pier 8 to enter into a Cost Share Agreement for fountain
 160 1: *In progress.*
- 161 • Chris Thompson & Vesta will review Anthony’s Life Cycle Replacement Plan: *In*
 162 *progress.*
- 163 • Eblast the Fall/Winter Landscape Schedule article: *In progress.*
- 164 • Lindsay will forward the multi-family parcel document regarding application
 165 approval. Tish will circulate to the Board: *Completed.*
- 166 • Contact the access control companies to ensure the proposals are submitted for the
 167 November agenda: *Completed.*
- 168 • Post policies & resolutions on the website once approved: *In progress.*
- 169 • Add a link to the CDD Highlights article once the policies are in place: *In*
 170 *progress.*
- 171 • Send Financial Disclosure forms to the Board when they are available.

172 **District Counsel:**

- 173 • Contact DR Horton regarding the transitional list.
- 174 • Lindsay will prepare the Cost Share Agreement for Touch Point.
- 175 • Lindsay will forward the multi-family parcel document regarding application
 176 approval.

177 **Blue Water Aquatics:**

- 178 • Chris Thompson & Vesta will review Anthony’s Life Cycle Replacement Plan.
- 179 • Chris will submit proposals for aerators, fans, and mooring.
- 180 • Submit a phased erosion repair proposal for pond 9.

181 **GHS:**

- 182 • Meet with Jeff and Tish when we are both on property regarding the mitigated
 183 area behind Living Coral.

- 184 **Cepra:**
 185 • Submitted phased enhancement plan proposals.

- 186 **November Agenda:**
 187 • Aerator, fans, and mooring proposals.
 188 • Review of the draft ownership map.
 189 • Access control proposals for the Dog Park and Basketball Court
 190 • Wetland Mitigation and Monitoring proposals.

- 191 **December Agenda:**
 192 • Phased enhancement plan proposals.

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

194 *Confirmation of Quorum for Next Meeting Scheduled for 9:00 a.m. on November 7, 2023, at the*
 195 *Residence Inn by Marriott Tampa Suncoast Parkway (NorthPointe Village, 2101 Northpoint*
 196 *Parkway, Lutz, Florida 33558)*

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

199 **THIRTEENTH ORDER OF BUSINESS – Adjournment**

200 On a MOTION by Ms. Whelihan, SECONDED by Mr. Abercrombie, WITH ALL IN FAVOR,
 201 the Board adjourned the meeting at 12:43 p.m., for The Preserve at South Branch Community
 202 Development District.

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

206 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
 207 **noticed meeting held on November 7, 2023.**

208 Tish Dobson

Signature

 Tish Dobson

Printed Name

Jennifer Whelihan

Signature

 Jennifer Whelihan

Printed Name

209 **Title:** **Secretary** **Assistant Secretary**

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