

## HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

District Office – 2806 N 5<sup>th</sup> St. – Unit 403- St. Augustine, Florida 32084

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### VACANT CDD BOARD SEAT

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As you are likely aware, you own property or reside within the Heritage Landing Community Development District (the "District"). This notice is to inform you that the District currently has one (1) vacancy on its Board of Supervisors and is seeking a qualified elector to fill that vacancy from the current date and through November of 2020. More information about the District and the requirements to serve in this position follow:

#### The Board

The District is a special-purpose unit of local government that is established pursuant to and governed by Chapter 190, Florida Statutes. The District is governed by a five-member Board of Supervisors ("Board"). At this point in the District, members of the Board ("Supervisors") are elected in accordance with Section 190.006, Florida Statutes through the general election process conducted by the St. Johns County Supervisor of Elections. Upon election to office, Supervisors serve four-year terms of office, which coincide with the general election cycle.

In the event a Supervisor resigns from their office, the Board has authority to appoint a qualified candidate to fill the vacancy for the remainder of the former Supervisor's term. Due to such circumstances, the District is currently seeking qualified candidates for vacant Seat #5.

The District's Board typically meets twelve (12) times per year, but may meet more often if necessary. Board meetings typically last three hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an electronic agenda package that will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these agenda packages prior to each meeting, and may consult with District Staff (legal, management, engineering) concerning the business to be addressed.

#### Qualifications of Supervisors

To be considered a qualified elector, the Supervisor must be at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District, and must be registered to vote with the St. Johns County Supervisor of Elections.

#### Compensation

By statute, Board Members are entitled to be paid a maximum of \$200 per meeting for their service, up to an annual cap of \$4,800 per year.

#### Responsibilities of Supervisors

The position of Supervisor is that of an elected local public official. As such, each Supervisor, upon taking office, subscribes to an oath of office. Each Supervisor is subject to the same

financial disclosure requirements and code of ethics as any other local elected official. Specific responsibilities differ but the basic requirements are to act in the District's best interest when making policy decisions affecting the landowners within the District.

### How to Apply

To apply to serve on the District's Board, please submit your resume to the attention of the District Manager, Melissa Dobbins, at 2806 N. 5th St., Unit 403, St. Augustine, FL 32084 or email [MDobbins@rizzetta.com](mailto:MDobbins@rizzetta.com) by **Tuesday, March 5, 2019**. Please note that any document submitted to the District is subject to Florida's public records laws.

The current Board will review the resumes at its March 14, 2019 board meeting at 10:00 am and requests that all applicants attend this meeting. If the Board appoints a qualified elector at this time the chosen Supervisor will be sworn in and the term of office then commences.

If you have any questions about what is contained in this notice, please contact the District Manager's office at 904-436-6270. Thank you.