

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.

HERITAGE LANDING COMMUNITY DEVELOPMENT DISTRICT

The **regular** meeting of the Board of Supervisors of Heritage Landing Community Development District was held on **Thursday, October 8, 2015 at 10:00 a.m.** at the Heritage Landing Amenity Center, located at 370 Heritage Landing Parkway, St. Augustine, Florida 32092.

Present and constituting a quorum:

Bret Sovine	Board Supervisor, Chairman
Kathy Shippey	Board Supervisor, Vice Chairman
Elmer Bley	Board Supervisor, Assistant Secretary
Virginia Moore	Board Supervisor, Assistant Secretary
Dallas Dunn	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	Hopping Green & Sams, P.A. (via speakerphone)
Preston Doub	District Engineer, England-Thims& Miler
Jimmy Edmonds	Vesta
Dave Bissonnette	Vesta
Dan Fagan	Vesta
Todd Myhill	Vesta
Denise Powers	Vesta
Rodney Hicks	ValleyCrest Landscaping
Billy Buerki	ValleyCrest Landscaping

Audience Members **Present**

FIRST ORDER OF BUSINESS

Call to Order

Mr. Sovine called the meeting to order at 10:06 a.m. read the roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no audience comments on agenda items.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the Board
of Supervisors' Regular Meeting held on
September 10, 2015**

On a motion by Ms. Shippey, seconded by Mr. Bley, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on September 10, 2015 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

**Ratification of the Operation and
Maintenance Expenditures for August
2015**

On a motion by Mr. Dunn, seconded by Ms. Moore, with all in favor, the Board ratified the operations and maintenance expenditures for August 2015 in the amount of \$75,155.95 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel
No Report.

B. District Engineer

Mr. Doub reviewed additional parking lot construction cost under Tab 3. After discussion the Board decided to review again for future budgets. He also mentioned that district staff was made aware of two different issues regarding trees being removed out of the CDD's conservation area and a wetland drainage concern behind a homeowner's property.

After discussion, the Board agreed for District Counsel to take immediate action by sending a cease and desist notice to any homeowner removing vegetation out of CDD's conservation areas. Also, the Board authorized the District Engineer to investigate both the conservation and wetland concerns.

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board for Heritage Landing Community Development District.

C. Landscape and Maintenance Report
i.) ValleyCrest Landscaping

Mr. Buerki reviewed report under Tab 4 and presented proposal to mulch area that was impacted by the cogon grass (Exhibit A). The Board approved the installation of mulch in the amount of \$2,115.00

On a motion by Ms. Shippey, seconded by Mr. Dunn, with all in favor, the Board approved the installation of mulch in the amount of \$2,115.00 for Heritage Landing Community Development District.

D. Amenity Center Manager Report, October 2015

Ms. Powers reviewed report under Tab 6. She also mentioned to the Board that staff was trying to get a produce truck to come to center. She noted the margins are much tighter on produce and recommended that the Board waive the fee for their first trial to see how the response is from the community.

After discussion the Board gave a consensus to waive the truck fee one time only.

i.) Amenity Office Computer Proposals

Ms. Powers reviewed and presented additional pricing to purchase new computer for the amenity managers desk. After discussion the Board approved the purchase of a new computer no to exceed \$1,200.00.

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board approved the purchase of a new computer not to exceed \$1,200.00 for Heritage Landing Community Development District.

E. Field Manager Maintenance Report, October 2015

Mr. Bassonnette reviewed report under Tab 8.

F. District Manager

Ms. Dobbins reported that the district's lightning claim from this summer has been closed. The district had a total of \$8,000 in expenses and received a reimbursement of approximately \$5,500.

Ms. Dobbins also presented the current common area Sign Policy for discussion. The Board approved amending the CDD – special use sign, policy to include language to not allow any balloons, streamers, etc. to be attached to signs.

On a motion by Ms. Shippey, seconded by Mr. Dunn, with all in favor, the Board approved amendment to Special Use Sign Policy for Heritage Landing Community Development District.

SIXTH ORDER OF BUSINESS

Consideration of UPS Holiday POD, Hold Harmless Agreement

On a motion by Mr. Bley, seconded by Mr. Dunn, the Board of Supervisors approved the UPS Hold Harmless Agreement in substantial form for Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

Ratification of District's Fiscal Year 2015/2016 Insurance Policy

On a motion by Mr. Bley, seconded by Ms. Shippey, with all in favor, the Board ratified District Fiscal Year 2015/2016 Insurance Policy with FIA in the amount of \$31,908.00 for the Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Audience Comments:

A question on entrance landscaping and sidewalk cleaning.

Supervisor Requests:

There were no supervisor comments.

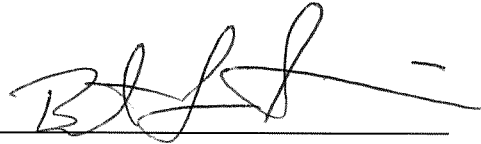
NINTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Shippey, seconded by Ms. Moore, with all in favor, the Board adjourned the meeting at 11:35 a.m. for Heritage Landing Community Development District.



Secretary / Asst. Secretary



Chairman / Vice Chairman

Exhibit A

Proposal for Extra Work at Heritage Landing @ WGV

Property Name	Heritage Landing @ WGV	Contact	Melissa Dobbins
Property Address	232 Silver Glen Ave Saint Augustine , FL 32092	To	Heritage Landing CDD
		Billing Address	c/o Rizzetta and Company 2806 N 5th St Unit #403 Saint Augustine , FL 32084

Project Name Mulch
Project Description Install Mulch in plant beds that were treated for invasive grass

Scope of Work

QTY	UoM/Size	Material/Description
45.00	CUBIC YARD	Gold Mulch Installed (Area where invasive grass was treated)

For internal use only

SO# 6151384
JOB# 346200023
Service Line 130

Total Price \$2,115.00

THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by ValleyCrest Landscape Maintenance, Inc.
ValleyCrest Landscape Maintenance, Inc. | 6520 US HWY 1 North, Saint Augustine, FL 32095 ph. (904) 342-4336 fax (904) 342-4337 | www.valleycrest.com