

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, November 12, 2015 at 6:00 p.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.
Preston Doub	District Engineer, England-Thims & Miler
Dave Bissonnette	Vesta, Field Manager
Dan Fagen	Vesta
Denise Powers	Vesta, Amenity Manager
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 6:03 p.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
October 8, 2015**

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board approved the Minutes of the Board of Supervisors Regular Meeting held on October 8, 2015 for Heritage Landing Community Development District.

FOURTH ORDER OF BUSINESS

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

On a motion by Ms. Moore, seconded by Mr. Dunn, with all in favor, the Board ratified the operations and maintenance expenditures for September 2015 in the amount of \$141,266.14 for Heritage Landing Community Development District.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber updated the Board of Supervisors that he spoke to a Comcast representative who confirmed that the District's Comcast subscription does not authorize the District to play protected music. The District will need to pay the licensing fees if licensed music is going to be played on CDD property.

B. District Engineer

Mr. Doub updated the Board that he is looking at modifying the permit to lower the water level of the wetlands behind the home on Flowers Street. In addition, the potential for conservation encroachment behind homes along Silver Glen was discussed. The Board agreed to have the conservation inspected by an environmental contractor retained by England-Thims and Miller to determine next steps, if any, and document current situation.

C. Landscape and Maintenance Report

i.) ValleyCrest Landscaping Report, October 2015

Mr. Buerki reviewed report under Tab 4 and proposal under Tab 5.

1.) Consideration of Entry Enhancement Proposal

After discussion, the Board approved Main Entry Landscape Enhancement in the amount of \$3,007.99.

On a motion by Mr. Bley, seconded by Mr. Dunn, with all in favor, the Board approved Main Entry Enhancement in the amount of \$3,007.99 for Heritage Landing Community Development District.

D. Amenity Center Manager Report, October 2015

Ms. Powers reviewed report under Tab 6. In addition, Ms. Powers and Ms. Dobbins reviewed with the Board that the on site staff will start to handle all RV issues and lease renewals on site again, instead of residents having to go to Rizzetta's office to renew or turn in their key fobs. However, to make this process work at a time of year that the on site staff is less impacted is to have the RV lease renew in fall. Ms. Dobbins suggested that at the May 2016 renewal the residents get offered a 6 or 18 month lease. Rizzetta will handle the May 2016 renewal process and after that it will be handled on site. The Board gave consensus to proceed accordingly.

E. Field Manager Maintenance Report, November 2015

Mr. Bissonnette reviewed his report under Tab 7 and noted that he is working on bids for a RV screen repair, resealing the RV lot and painting the waterslide. He also requested approval to add about 20-30 more pool pavers, when the work starts, to help with the aesthetics of the project. The Board approved.

F. District Manager

Ms. Dobbins reported that the district received the \$500.00 payment from UPS for the holiday Pod. Also that the last fence that encroached onto CDD property was removed. Lastly, Ms. Dobbins is having David Porter, from Rizzetta, look into additional bids for the recommended tree trimming that ValleyCrest provided a proposal on.

SIXTH ORDER OF BUSINESS

**Consideration of Grow Fitness
Equipment Proposal**

Ms. Powers presented fitness equipment proposals under Tab 10.

After discussion, the Board requested to review the history on all the equipment and original bid amounts from a few months back when these prices were first bid out and presented to the Board. In the interim, if this information was presented to the Chair then the Board authorized the Chair to approve the appropriate proposal before the next meeting.

On a motion by Mr. Bley, seconded by Mr. Dunn, the Board of Supervisors authorized the Chair to approve the appropriate Grow Fitness Equipment Proposal for Heritage Landing Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Fitness Equipment
Maintenance Proposal**

After discussion, the Board approved Commercial Fitness Products Proposal in the amount of \$225 per quarterly visit.

On a motion by Mr. Dunn, seconded by Ms. Shippey, with all in favor, the Board approved Commercial Fitness Products in the amount of \$225 per quarterly visit for the Heritage Landing Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Fire Alarm Proposals

Tabled.

NINTH ORDER OF BUSINESS

**Consideration of Pool Replacement
Furniture**

Tabled.

TENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

Audience Comments:

Audience member noted small meeting attendance for an evening meeting.

Supervisor Requests:

There were no supervisor comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion by Ms. Shippey, seconded by Mr. Dunn, with all in favor, the Board adjourned the meeting at 7:17 p.m. for Heritage Landing Community Development District.



Secretary / Asst. Secretary



Chairman / Vice Chairman